



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL
DEVELOPMENT**

(A Statutory Body under Government of West Bengal Act XXVI of 2013)
Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

No. SCTVESD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/ 791

dated: 28.02.2022

Notification

To : The Head of the Institution of VTC running (X+2) level H S (Voc) course, of the session 2021-22.

Sub : Activity schedule relating to **HS(V) Practical Exam, 2022** for **Class XII** to be held from **03.03.2022 to 14.03.2022** vide memo no. 14014/2/2020-AO(WBSCTVESD)/2021-22/783 dated: 25.02.2022

Ref : 1) No. SCTVESD-14013/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/0268 dated: 02.09.2021 and
2) No. SCTVESD-14013/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/724 dated 06.01.2022

Sir / Madam,

This is to inform all concerned Head of the Institution (HOI) of VTC [Out centres & Participating Institutes] to strictly maintain the activities of the following essential pre to post examination activities relating to Practical exam, of H S(Voc.) Exam, 2022 of Class-XII to be held from **03.03.2022 to 14.03.2022** as per notification and requested to render necessary co-operation in this matter.

SN	Activity	Date
1	The list of Out centres is live & available at [URL] http://wbscvetpps.org.in/ca/	Fr. 25.02.2022
2	Admit Card of all class-XII students enrolled for HS(V) Examination 2022 along with corresponding list of students are available from online exam. portal [URL] https://www.wbscvetpps.org.in/register The VTCs will get the same after login with User-id & password into the portal. The HOI will immediately arrange to distribute the downloaded & printed Admit cards to all class-XII students enrolled for HS(V) exam, 2022 within 02.03.2022 .	Live From 28.02.2022 To 17.03.2022
3	Attendance sheets [Out centre / Participating institute wise] of class-XII students for conducting Practical Examination will be available from online exam. Portal [URL] https://www.wbscvetpps.org.in/register Out Centres [VTC] will download & print the Attendance Sheets for the class-XII students as per Participating institute/s after login with User-id & password into the portal.	Live From 28.02.2022 To 17.03.2022
4	Internal Practical Marks are to be submitted in online portal into the Marks Foil of class-XII students of all relevant subjects by the subject teachers/instructors of Participating Institute/s of HS(V) course. The VTCs are to login with User-id & password at [URL] https://www.wbscvetpps.org.in/register to get the access. Submission/uploading of Internal practical Marks in the portal of subjects of class-XII students with verification & confirmation of the same by the HOI of the VTC to be done as per schedule.	Live From 03.03.2022 To 26.03.2022

5	All HOI are requested to take printout of computer generated pre-filled Statement of internal Practical Marks [Tabulation Sheets] from the online Portal. Two copies [Council & Computer] of print out pre-filled tabulation sheets of practical marks with due signature of the all concerned subject teachers/instructors & signature of HOI are to be submitted by the HOI to the Nodal offices within envelopes & Third copy is to be retained as institute copy .	Within 31.03.2022
6	External Practical Marks are to be submitted in online Portal into the Marks Foils of all relevant subjects for class-XII students of Participating Institutes by the Examiners of the Out Centres of HS(V) course. Out Centres are to login with User-id & password at [URL] https://www.wbscvetpps.org.in/register to get the access. Submission/uploading of External practical Marks in the portal of subjects of class-XII students with verification & confirmation of the same by the HOI of the Out centres to be done as per schedule.	Live From 03.03.2022 To 26.03.2022
7	All HOI are to take printout of computer generated pre-filled Statement of External Practical Marks of Subjects [Tabulation Sheets] from the online Portal. Two copies [Council & Computer] of print out pre-filled tabulation sheets of External practical marks with due sig. of the all concerned Examiners & sig. of HOI [Out Centre] are to be submitted by the HOI to the Nodal offices within envelopes & Third copy is to be retained as institute copy .	Within 31.03.2022
8	The User Manuals for online submission of both Internal Practical Marks & External Practical Marks will be available at www.wbscvetpps.org.in/register	From 01.03.2022
It is strictly instructed that no manual correction on the pre-filled marks Statement/s will be entertained.		

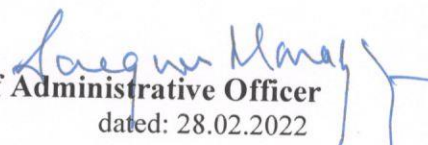
The HOIs are strictly instructed to personally monitor/check each Practical Marks of subjects obtained by the students against their name & registration/roll no. mentioned in the marks foils during entry & verification.

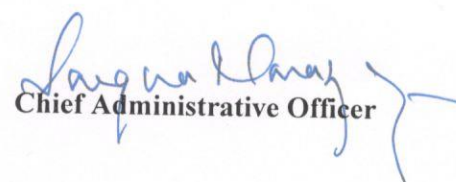
For any queries mailed at wbscvetexam@gmail.com or call at (033-23247564) / 9836446265/9433660423.

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Copy for information & necessary action to :

- 1) Chairperson, WBSCTVESD
- 2) Administrative Officer(R), WBSCTVESD(VED)
- 3) Nodal Officers of Nodal Centres to take necessary action complete the External Practical Exam peacefully as per schedule.
- 4) Exam Section, WBSCTVESD(VED)


Chief Administrative Officer
dated: 28.02.2022


Chief Administrative Officer