



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/ **782** dated: 24.02.2022

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

Sub : Online entry & submission of Project Marks of class-XII students enrolled for Higher Secondary (Voc.) Exam, 2022 by the VTC running (X+2) level Higher Secondary (Voc.) courses.

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 06.01.22

Sir / Madam,

Referring to earlier notifications, this is to inform all concerned Head of the Institution (HOI) that a Web portal for submission of project marks of all relevant subjects of class-XII students enrolled for HS(Voc.) Exam, 2022, directly in **Marks Foils in online mode will be live on & from 25.02.2022 till 10.03.2022.**

The VTCs are requested to login with their User-id & Password in to the web portal [URL] at <https://www.wbscvetpps.org.in/register>

You are requested to strictly follow the detail schedule as under :

Sl.	Activity	Date
1.	The duration of Online entry & submission of Project Marks of subject/s of class-XII students enrolled for HS (Voc.) Exam – 2022 with online verification & confirmation of the project marks by the respective HOI of VTC after completion of all entries. And to take printout of computer generated pre-filled Statement of project marks (Tabulation sheets) from the online portal.	From 25.02.2022 to 10.03.2022
2.	Three copies [Council, Computer & Institute] of print out pre-filled tabulation sheets of project marks with due sig. of the all concerned teachers & seal with sig. of HOI are to be preserved by the school under safe custody. Out of which two [Council, Computer] copies are for submission to the respective Nodal offices as per further notification & other for retaining as institute copy.	

The detail instructions with screen shot steps for online uploading of Project Marks of class-XII students of Higher Secondary (Voc.) exam, 2022 is enclosed here with.

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

Any queries may be mailed at wbscvetexam@gmail.com or may call at Exam. Section (033-23247564) of the Council or 9836446265/9433660423.


Chief Administrative Officer

No. SCTVESD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/ 782

dated: 24.02.2022

Copy Forwarded for information to:

- 1) Chairperson, WBSCTVESD
- 2) Director of vocational education & training, Govt. of W.B.
- 3) Administrative Officer(R) / WBSCTVESD (VED)
- 4) Principal/OIC/Nodal Officer of nodal centre for information
& necessary action please to complete the same in time.
- 5) Examination Section/ WBSCTVESD(VE)


Chief Administrative Officer

Detail Instructions of Online entries of Project Marks of subjects of Class-XII students of HS(V), Exam, 2022 are as Under :-

- 1) Login to Portal <https://www.wbscvetpps.org.in/register/> using USE ID & Password.
- 2) Click on Menu **“Class-XII Project Marks Entry and Confirm”**
- 3) Enter details of **HOI** & click on **“Submit”** for OTP verification of HOI.
- 4) Click on menu **“Project Marks Entry”** in main menu of Home page.
- 5) Select Discipline, Paper Group, Subject, Foil No.(one or more) & click on **“Search”**.
- 6) Enter details of **Person concerned [Teacher/Instr. etc.] of VTC** for entry of project marks of respective subject & **Submit**.
- 7) **Enter Project Marks in the marks foil of the subject** in online w.r.t. students’ **Registration no.**
- 8) During marks entry **always to click** on **“Save & Continue”** in order to **save the Data**.
- 9) **After completion of marks entry in each Marks foil, always recheck marks & click on “confirm”**.
- 10) For any absent student/s enter **“AB”** only in the space provided for the marks.
- 11) If the subject having multiple foil no. then select the next **Foil No.** & click on **“Search”** to get blank marks foil of that subject for entry of project marks of remaining students.
- 12) Now click on Main menu **“Project marks verification by HOI”** in Home page.
- 13) Next Pop-up will appear showing details of HOI & then click on **“Submit”** for OTP verification.
- 14) Here **HOI** is only responsible person **to edit (if necessary) & verify** all the **earlier entries of project marks** of subjects of the concerned teacher/s etc. of VTC, who’s details are with the Council.
- 15) It is **compulsory to verify** all the **project marks of subjects** of different paper group, therefore, HOI to select Discipline, Paper Group, Subject, Foil No.(one/one after another) & click on **“Search”**, to get **editable filled-in project marks** of the subject. After **verification**, select **all check boxes** adjacent to the marks in marks foil & then click on **“Confirm Verification”** to complete verification process.
- 16) After successful verification of project marks of all subjects in a paper group by the HOI, the VTC can **view/print statement of marks** & so, click on Main menu **“view/print statement of marks”** in Home page.
- 17) Pop-up will appear with details of HOI with option of **Alt. mobile** for OTP & click on **“Submit”**.
- 18) After successful OTP verification, the **Tabulation sheet/s with computer generated pre-filled Project marks of subjects** in a paper group will be **downloaded & printed**.

- 19) Remember that if in each stage entry of marks in marks foil is successfully “Confirmed” then at final stage pre-filled tabulation sheet/s can only be downloaded / printed.
- 20) Please ensure that all the **pre-filled Project Marks**/subject of the Tabulation Sheets are to be **signed** by the concerned **teacher/instructor** of the subject & the same must be **signed & sealed** by the **HOI**.
- 21) VTCs are requested to **retain the Institute copy** of each Tabulation sheets/paper group having pre-filled project marks of subjects duly signed by the respective teachers/instructors & counter signed & sealed by the HOI and submit the **Council & Nodal copy** of the same to the **Nodal office** within **envelope** as per corresponding notification of the Council.
- 22) Please note that **any manual correction/entry of project marks** in any form in the **Tabulation Sheets will not be accepted** other than with pre-filled project marks as per norms.



Administrative Officer (Registration)

**THE PROCESS OF ONLINE ENTRIES OF PROJECT MARKS IN ONLINE PORTAL
ARE SHOWN IN DETAILS WITH SCREEN SHOT STEPS AS UNDER :-**

USER HELP

URL= <https://wbscvetpps.org.in/REGISTER/>

Type > **USER ID & PASSWORD** and Click **LOGIN**



At Home page, Click > [Class-XII Project Marks Entry and Confirm](#)



Type > HOI Details ([Name](#), [Designation](#) & [Mobile Number](#)) [for OTP Verification] and Click [Submit](#)

Enter details of HOI

Name :

Designation :

Select

Mobile No. :

VTC Email-id :

[Submit](#)

[Cancel](#)

Enter **OTP** and Click **Submit**



Enter OTP

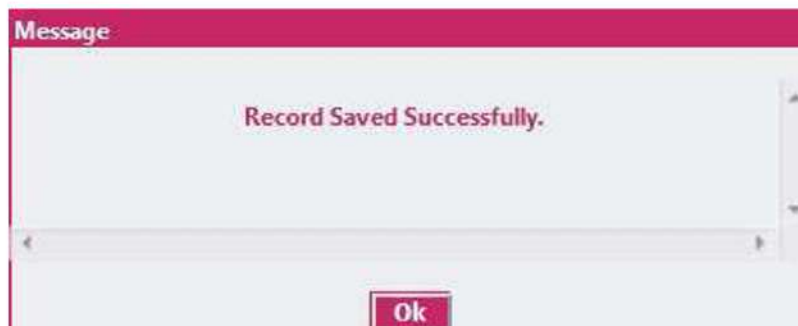
An OTP has been sent to the Mobile no : XXXXXXXXXX

Enter OTP...

52 seconds remaining

Submit **Exit**

Click **OK**

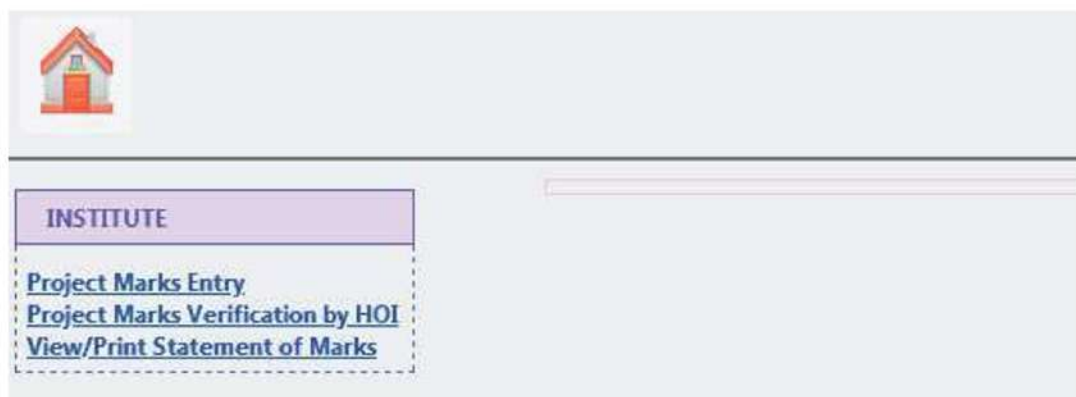


Message

Record Saved Successfully.

Ok

Click > **Project Marks Entry**

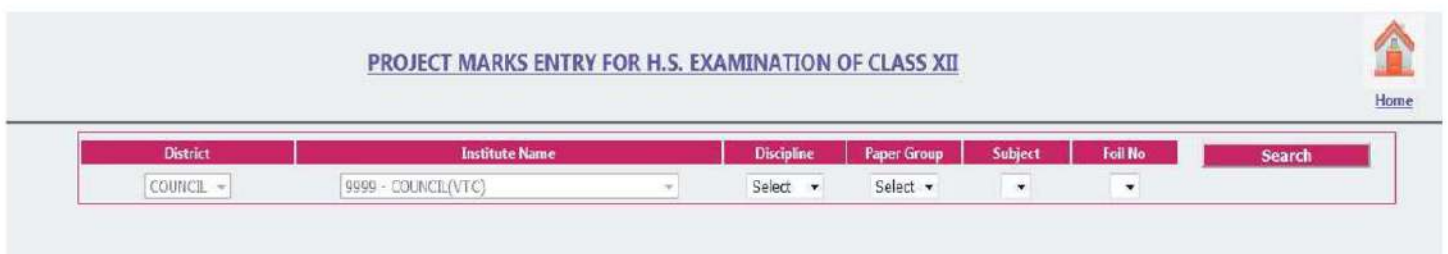




INSTITUTE

[Project Marks Entry](#)
[Project Marks Verification by HOI](#)
[View/Print Statement of Marks](#)

Select > **Discipline, Paper Group, Subject, Foil No.** and Click **Search**



PROJECT MARKS ENTRY FOR H.S. EXAMINATION OF CLASS XII

 [Home](#)

District	Institute Name	Discipline	Paper Group	Subject	Foil No	Search
COUNCIL	9999 - COUNCIL(VTC)	Select	Select			

Enter details of person concerned (**Name, Designation & Mobile Number**)
And Click **Submit**

Enter details of person concerned ×

Name :	
Designation :	Select ▼
Mobile :	

Submit **Exit**

Entry Valid Marks
And Click **Save & Continue**

PROJECT MARKS ENTRY FOR H.S. EXAMINATION OF CLASS XII  [Home](#)

District	Institute Name	Discipline	Paper Group	Subject	Folio No	Search
COUNCIL ▼	9999 - COUNCIL(VTC) ▼	ET - 02 ▼	ETAT ▼	MVM2 ▼	27 ▼	

Srl	Candidate Name	Registration No	Registration Year	Roll No.	Subject Code	Practicum Marks [FM 10]
1	ARJUN MONDAL	162546112013	2020 - 2021	172546112013	MVM2	

Save & Continue **Confirm**

Click **Close**

Project Marks Entry ×

Marks insertion confirmed successfully.

Close

Click **Continue**

PROJECT MARKS ENTRY FOR H.S. EXAMINATION OF CLASS XII  [Home](#)

District	Institute Name	Discipline	Paper Group	Subject	Folio No	Search
COUNCIL ▼	9999 - COUNCIL(VTC) ▼	ET - 02 ▼	ETAT ▼	MVM2 ▼	27 ▼	

Srl	Candidate Name	Registration No	Registration Year	Roll No.	Subject Code	Practicum Marks [FM 10]
1	ARIJUN MONDAI	162546112013	2020 - 2021	172546112013	MVM2	

Save & Continue **Confirm**

Click **Yes**

Confirmation ✕

Are you sure to confirm this?

You won't be able to change the marks of this particular subject again. Do you still wish to continue?

Yes

No

Click **Close**

Project Marks Entry ✕

Marks insertion confirmed successfully.

Close

Click > **Project Marks Verification by HOI (Head of the Institution)**



INSTITUTE

[Project Marks Entry](#)
[Project Marks Verification by HOI](#)
[View/Print Statement of Marks](#)

Details of HOI ✕ Click > **Submit**

Name :

Gurupada Maity

Designation :

Institution head ▾

Mobile :

XXXXXXXXXX

Email :

wbscvetexam@gmail.cc

Submit

Exit

Enter **OTP** and Click **Submit**

Enter OTP

An OTP has been sent to the Mobile no : XXXXXXXXXX

Enter OTP...

7 seconds remaining

Submit **Exit**

Select > **Discipline, Paper Group, Subject, Foil No.** and Click **Search**

PROJECT MARKS VERIFICATION FOR H.S. EXAMINATION OF CLASS XII

 Home

District	Institute Name	Discipline	Paper Group	Subject	Foil No	Search
COUNCIL	9999 - COUNCIL(VTC)	Select				

No Record(s) Found!

Select > **Check Box** and Click **Confirm Verification**
(Confirm Subject wise Marks Foil wise all Students)

PROJECT MARKS VERIFICATION FOR H.S. EXAMINATION OF CLASS XII

 Home

District	Institute Name	Discipline	Paper Group	Subject	Foil No	Search
COUNCIL	9999 - COUNCIL(VTC)	HS - 05	HSCH	PHFA	33	

Srl.	Candidate Name	Registration No	Registration Year	Roll No.	Subject Code	Practicum Marks (FM 10)	
1	TARUN KUMAR BERA	172677441017	2020 - 2021	182677441014	PHFA	10	☐
2	CHHABITA DHARA SINGHA	172677441021	2020 - 2021	182677441016	PHFA	AB	☐
3	AVIJIT SEN	172677441022	2020 - 2021	182677441017	PHFA	05	☐

Confirm Verification

Click **Home**

PROJECT MARKS VERIFICATION FOR H.S. EXAMINATION OF CLASS XII

 Home

District	Institute Name	Discipline	Paper Group	Subject	Foil No	Search
COUNCIL	9999 - COUNCIL(VTC)	HS - 05	HSCH	PHFA	33	

***Marks have been Verified**

Srl.	Candidate Name	Registration No	Registration Year	Roll No.	Subject Code	Practicum Marks (FM 10)	
1	TARUN KUMAR BERA	172677441017	2020 - 2021	182677441014	PHFA	10	☒
2	CHHABITA DHARA SINGHA	172677441021	2020 - 2021	182677441016	PHFA	AB	☒
3	AVIJIT SEN	172677441022	2020 - 2021	182677441017	PHFA	05	☒

Click > [View/Print Statement of Marks](#)



INSTITUTE
Project Marks Entry Project Marks Verification by HOI View/Print Statement of Marks

Enter> [Alt. Mobile Number](#) (for OTP)

Enter Details Below	
Name :	Gurupada Maity
Designation :	Institution head
Mobile :	XXXXXXXXXX
Alt. Mobile :	
Email :	wbscvetexam@gmail.cc
Submit Exit	

Enter [OTP](#) and Click [Download](#)

Enter OTP
An OTP has been sent to the Mobile no : XXXXXXXXXXXX
Enter OTP...
45 seconds remaining
Download Exit

Select > [Discipline, Paper Group](#) and Click [Generate](#)

STATEMENT OF MARKS (PROJECT) FOR H.S. EXAMINATION OF CLASS XII	
Registration Year :	2020 - 2021
District :	COUNCIL
Institute Name :	9999 - COUNCIL(VTC)
Discipline :	Select
Paper Group :	
Generate	



[Home](#)