



# 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, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

No. 14014/2/2020 – AO(WBSCTVESD)/2022-23/2932

Dated 21.07.2022

## NOTIFICATION

**To : The Head of the Institution(HOI) of VTC running HS(V) Courses**

**Sub : Online entry & submission Marks of Annual Examinations [Theory, Practical & Project] of Class-XI enrolled students of Higher Secondary (Voc.) Course, session, 2021-22.**

Ref: 1) No. SCTVSD-14014/2/2020-ACC OFFCR (WBSCTVESD)-Part-(1)/2021-22/849, Dated: 24.03.2022  
2) No. 14014/2/2020 – AO(WBSCTVESD)/2022-23/2803, Dated 10.06.2022

Referring to the earlier notifications, this is to inform all concerned **Head of Institutions**, that a web application Portal for online Entry of **Marks of Annual Examination (Theory, Practical & Project]** of all relevant subjects of all enrolled Class-XI students of Higher Secondary(Voc.) Courses will be live **on & from 22.07.2022 till 02.08.2022.**

The web application Portal will be hosted at <https://www.wbscvetpps.org.in/register>

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

SN	Activity	Date
1.	The duration of <b>Marks of Annual Examination (Theory, Practical &amp; Project]</b> of relevant subjects of all enrolled Class-XI students of Higher Secondary(Voc.)Courses, 2021 – 22. And to take printout of computer generated pre-filled <b>Consolidated Marks Statement (CMS)</b> of Class-XI students of Annual Examination [Theory, Practical & Project] Marks from the portal after completion of all entries.	From <b>22.07.2022</b> to <b>02.08.2022</b>
Two copies [i.e. <b>Council &amp; Computer]</b> of printed pre-filled Consolidated Marks Statement (CMS) i.e. Tabulation sheets of Annual Exam of <b>class-XI</b> duly signed by the respective teacher/instructor & counter signed by the HOIs are to be submitted by the School to the respective Nodal Centers within ----- <b>04.08.2022</b> The other copy to be retained as <b>Institute copy.</b> Please note that Manual correction in filled-in marks statement in any form will not be accepted.		

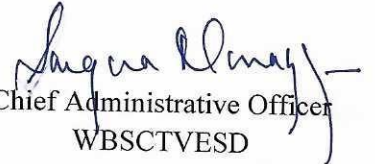
In the portal the school is to enter actual marks obtained by the students in each subject w.r.t. given full marks of the subjects in the marks column provided for against each student. The HOI is strictly instructed to personally check each Theory/Practical/Project Marks obtained by the student w.r.t. Full Marks as per course curriculum of each subject against the Name & Registration/Roll no. of the students mentioned in the marks foils for online marks entries, so that no mistake may take place during entry of Theory Marks against the

students.

[It is also to be noted that vocation papers EMA1 / HOA1 / TAA1 / RSE1 / MDA1 under discipline Business & Commerce (BC) in paper group - BCRS, BCTM & BCTE only, the marks allotted in Theory – 30, Practical – 50 & Project – 20].

Please find attached document: **USER HELP –**

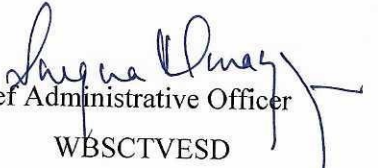
**“STEPS FOR ONLINE MARKS (THEORY / PRACTICAL / PROJECT) FILL UP PROCESS OF HS(V) ANNUAL EXAMINATION, 2022 OF CLASS-XI OF SESSION-2021-22”.**

  
Chief Administrative Officer  
WBSCTVESD  
Dated 21.07.2022

No. 14014/2/2020 – AO(WBSCTVESD)/2022-23/2932

Copy forwarded for information to:

- 1) Chairperson, WBSCTVESD
- 2) Director of Vocational Education & Training, Govt. of W.B.
- 3) Sr. Administrative Officer (VE), WBSCTVESD
- 4) Principal/OIC/Nodal Officer of nodal centre to take necessary action to monitor so that the marks fill up process is completed & CMS to be collected in time.
- 5) Examination Section/ WBSCTVESD(VE)

  
Chief Administrative Officer  
WBSCTVESD

**USER HELP – STEPS FOR ONLINE MARKS [THEORY / PRACTICAL / PROJECT] FILL  
UP PROCESS OF HS(V) ANNUAL EXAMINATION, 2022 OF CLASS-XI OF SESSION-  
2021-22.**

- 1) Login to Portal <https://www.wbsevetpps.org.in/register/> using **USE ID & Password**.
- 2) Click on Menu **Class-XI Marks Entry & Confirm-(CMS)**
- 3) Enter details of **HOI** & click on **“Submit”** for OTP verification of HOI.
- 4) Now, Click on menu **“Theory Marks – Class-XI”** & then click on **“Theory Marks Entry”**
- 5) Select **Discipline, Paper Group, Subject, Foil No.** and click on **“Search”**.
- 6) Enter details of **Person concerned [Teacher/Instr. etc.] of VTC** & click on **“Submit”**.
- 7) Now, **enter Marks of the subject obtained by the students within full marks shown in the box allotted as per course curriculum w.r.t. students’ Name & Registration /Roll no.**
- 8) For absent student write **“AB”**.
- 9) After completion of entry of all marks in the marks foil, click on **“Confirm”** to save the Data,
- 10) If the subject having multiple foil no. so select the next **Foil No.** & click on **“Search”** to get another marks foil of remaining students for entry of marks of that subject.
- 11) Please follow **sl.no.5 to sl. no.9** for entries of theory marks of class-XI of other subjects & complete entry of marks of all subjects for **verification by HOI**.
- 12) Next, click on menu **“Theory marks verification by HOI”** in Home page.
- 13) The Pop-up will appear with details of HOI & then click on **“Submit”** for OTP verification.
- 14) Now, HOI is to select **Discipline, Paper Group, Subject, Foil No.** one after another & **click on “Search”** to get **editable filled-in theory marks** of the subject. After **verification/editing**, select **all check boxes** adjacent to the marks in marks foil & then click on **“Confirm Verification”** to complete verification process. In this way HOI to complete verification of all marks in a Marks Foil of all subjects & then click on **“Confirm Verification”**.

- 15) Now to view/download Statement of Theory Marks of all subjects of all students in a paper group, click on the menu **“View/print statement of marks”** in the Home page.
- 16) A Pop-up will appear with details of HOI with option of entry of **Alt. mobile** for OTP & click on **“Submit”**.
- 17) After OTP verification, select **discipline & paper Gr.** and click on **“Generate”** to download & print computer generated **Tabulation sheet of Class-XI (i.e. statement of Theory marks) of Theory marks only of all students of each paper group of a discipline.**
- 18) In this way, the school has to fill up Marks of Practical & Project in online & complete the process in similar way one after another.
- 19) Therefore, next click on menu **“Practical Marks”** and complete all **“Entry of Practical Marks”** & also complete process **“Practical marks verification by HOI”** and get **Tabulation sheet of class-XI Practical Marks only.**
- 20) Similarly, next click on menu **“Project Marks”** and complete all **“Entry of Project Marks”** & also complete the process of **“Project Marks verification by HOI”** in order to get **Tabulation sheet of class-XI Project Marks only.**
- 21) Now, after successful entries of all types of Marks [i.e. Theory / Practical / Project] & its’ corresponding Verification by HOI, **Consolidated Marks Statement (CMS)** of Class-XI can be viewed & Printed by the school.
- 22) Three (03) copies of Consolidated Marks Statement (CMS) have to be printed. The copies of CMS have to be signed by the concerned teachers/instructors & that to be counter signed by the HOI of the School. Out of which, two (02) copies [Council & Computer] have to be submitted to the respective nodal centre & other to be retained as Institute copy.