



# West Bengal Board of Primary Education

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

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No. 07/BPE/D.El.Ed/2020

Date: 09/01/2020

## **NOTIFICATION**

For

### **SUBMISSION OF INTERNAL MARKS OF THE D.EL.ED PART-I STUDENTS OF THE SESSION 2018-2020**

In continuation of the Notification No. 404/BPE/D.El.Ed/2019, dated- 06/12/2019, it is further to notify for all the heads of the DIET/GOVT./GOVT. AIDED/GOVT. SPONSORED and SELF FINANANCED NON-GOVERNMENT PRIVATE PTTIs that they should submit the Internal Marks of the D.EL.ED Part-I students for the Session 2018-2020 only in the prescribed Pro-forma of the Board to be made available in the Login of the institutes on and from **20/01/2020**, latest by **30/01/2020** positively.

➤ The internal marks, entered into the prescribed proforma with signatures of the concerned lecturers/teachers/evaluators/assessors and verified and authenticated by the Principal, should be uploaded in the institute Login as per the following guidelines:-

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. **Upload the filled in Excel file by clicking the "Excel File Upload" button.**
6. Print the filled in Excel proforma file
7. Put Signature of all the subject Teachers including Head of the Institute on the filled in printed pro-forma
8. **Upload the filled in scanned copy of signed proforma by clicking on " Scan copy upload" button in PDF format**
9. Scan copy PDF size should be within 5 (five) MB
10. **Finally click on "Submit" button after uploading.**

➤ 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 including soft and hard-copies cannot be **edited or deleted or modified later on manually or electronically.**

All concerned are being informed accordingly.

*R. C. Bagchi*

(Dr. R. C. Bagchi)  
Secretary