

VISVA-BHARATI



EXAMINATION SECTION

NOTIFICATION

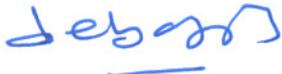
The undersigned is directed to notify the guidelines once again for sending Internal Assessment marks and for strict observance of the same by the Departments.

- i. All Internal Assessment should be conducted before the commencement of the examination concerned.
- ii. At least two copies of each final consolidated statement Internal Assessment marks paper / course wise should be prepared (names of the students shall be arranged in alphabetical order) indicating clearly Name of the Examination with year, Name of the Department, Semester and FULL MARKS must be sent upto one place of decimal only. One copy of each such statement should be displayed on the Notice Board before the commencement of the examination concerned and kept there for at least seven days to enable the students to know their scores in Internal Assessment tests before they sit for their terminal examination.
- iii. In case any student finds any mistake in his/her marks, he/she should apply in writing to the Head of the Department concerned within a specific period for necessary correction of the marks. The Head of the Department will after scrutiny enter the correct marks in both the copies of the statement of marks referred to above and then send one copy of the same to the Examination Section positively before commencement of the Examination concerned.
- iv. No change in the Internal Assessment marks will be permitted after they have been forwarded to the Examination Section.

Co-operation of all concerned is earnestly solicited.

Memo No. EXAM/E.8.34(A)/2017-18

Date : 18-04-2017


Joint Registrar (Examinations)
Visva-Bharati

Copy forwarded for information and necessary action:

1. All Principals of Bhavanas/Vibhaga, Visva-Bharati
2. All Head of the Departments/ Centres of Bhavanas/ Vibhaga, Visva-Bharati
3. The Assistant Registrar, Pro-Vice-Chancellor's Office, Visva-Bharati
4. File