



परीक्षा जरूरी
EXAMINATION URGENT

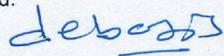
VISVA-BHARATI
Examination Section
NOTIFICATION

The undersigned is directed to notify the guidelines 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 of 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. Internal Assessment 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. Neither any student be marked as absent nor be awarded **zero(0)** in the Internal Assessment.
- v. 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)
Dated : 19.04.2016


Joint Registrar (Examinations)
Visva-Bharati

Copy forwarded for information and necessary action to :

23. The Principal, Bhasha-Bhavana, Visva-Bharati
24. The Principal, Vidya-Bhavana, Visva-Bharati
25. The Principal, Siksha-Bhavana, Visva-Bharati
26. The Principal, Kala-Bhavana, Visva-Bharati
27. The Principal, Sangit-Bhavana, Visva-Bharati
28. The Principal, Vinaya-Bhavana, Visva-Bharati
29. The Principal, Palli Siksha-Bhavana, Visva-Bharati
30. The Principal, Palli Samgathana Vibhaga, Visva-Bharati.
31. All H.O.D's of Bhasha-Bhavana, Visva-Bharati
32. All H.O.D's of Vidya-Bhavana, Visva-Bharati
33. All H.O.D's of Siksha-Bhavana, Visva-Bharati
34. All H.O.D's of Kala-Bhavana, Visva-Bharati
35. All H.O.D's of Sangit-Bhavana, Visva-Bharati
36. All H.O.D's of Vinaya-Bhavana, Visva-Bharati
37. All H.O.D's of Palli Siksha-Bhavana, Visva-Bharati
38. All H.O.D's of Palli Samgathana Vibhaga, Visva-Bharati
39. C.S. to Vice-Chancellor, Visva-Bharati
40. Assistant Registrar, Office of the Saha-Upacharya, Visva-Bharati.
41. The Assistant Registrars, Examination Section, Visva-Bharati
42. All Section Officers, Examination Section, Visva-Bharati
43. Office Copy, Examination Section, Visva-Bharati
44. The Web-Master, V.B.C.C for uploading in the website.