



EXAMINATION SECTION
Santiniketan

I once again notify the guidelines for sending Internal Assessment marks and for strict observance of the same by the Departments.

- (i) All Internal Assessment tests should be conducted before the commencement of the examination concerned.
- (ii) At least two copies(in alphabetical order) of each final consolidated statement of Internal Assessment marks paper/course wise should be prepared. 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.Ix.II.8.34(A)
Santiniketan
Date:12.11.2015

Debanis
Joint Registrar(Examinations)
Visva-Bharati

Copy forwarded for information and necessary action to:

1. The Pro-Vice-Chancellor, Visva-Bharati
2. All Provosts of The University , Visva-Bharati
3. The Principal, Bhasha-Bhavana, Visva-Bharati
4. The Principal, Vidya-Bhavana, Visva-Bharati
5. The Principal, Siksha-Bhavana, Visva-Bharati
6. The Principal, Kala-Bhavana, Visva-Bharati
7. The Principal, Sangit-Bhavana, Visva-Bharati
8. The Principal, Vinaya-Bhavana, Visva-Bharati
9. The Principal, Palli Samgathana Vibhaga, Visva-Bharati
10. The Principal, Palli Siksha Bhavana, Visva-Bharati
11. All H.O.D's of Bhasha-Bhavana, Visva-Bharati
12. All H.O.D's of Vidya-Bhavana, Visva-Bharati
13. All H.O.D's of Siksha-Bhavana, Visva-Bharati
14. All H.O.D's of Sangit-Bhavana, Visva-Bharati
15. All H.O.D's of Kala-Bhavana, Visva-Bharati
16. All H.O.D's of Vinaya-Bhavana, Visva-Bharati
17. All H.O.D's of Palli Siksha Bhavana, Visva-Bharati
18. All H.O.D's of Palli Samgathana Vibhaga, Visva-Bharati
19. The Assistant Registrar(Examinations), V.B.
20. Section Officers of Examination Section, V.B.
21. Office Copy, Examination Section, V.B.
22. The Web-Master, V.B.C.C. - for up loading in the website.