

# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF- 142, Sector – I, Saltlake City, Kolkata – 64, Ph. No: (033)-2321-8779/0731/0832(Fax)



Ref. COE/PROC/GEN/16-8/3

Date: 16-08-2010

To  
Principal/Director  
All Affiliated Colleges

Sub:Internal Marks (out of 30)/ Practical Item Marks (out of 40 and 60)/Sessional Item Marks (out of 100)

Sir/Madam,

Undersigned is directed to inform you that a considerable number of faculty members associated with the affiliated colleges/institutes of this university are keeping the specified space blank or providing a ‘ – ‘ mark in the specified space while filling up the award list of the above mentioned subject.

You are requested to take all necessary steps so that all faculty members of your colleges/institutes are extremely careful while filling up the award list of Internal Marks (out of 30)/ Practical Item Marks (out of 40 and 60)/Sessional Item Marks (out of 100). **The specified spaces are to be filled either by some marks (numeric value) or by ‘ABSENT’ (applicable for practical examinations only, out of 60).**

**You are also requested to take necessary action to submit the above mentioned marks within the notified date positively.**

**It may be noted that if any specified space is blank or filled by a ‘ – ‘ mark that will be treated as no-marks, i.e., Zero value in computerized system and the result will be processed accordingly. University, as a custodian of records, will not allow the change of record after processing of result.**

**There shall be no exception in this regards.**

This may be informed to all concerned accordingly.

Thanking you,

Yours faithfully,

Sd/-

Asit K. Guha

Controller of Examinations

1. Secretary to the Vice Chancellor
2. Inspector of Colleges
3. Registrar
4. Section Record
5. Director, School of Engg & Tech
6. Director, School of Management
7. Director, School of Bio-Technology