



Ref. No. :

Date :

Ref No. COE/MAKAUT WB/108/2021

Date: 01/12/2021

**Notice regarding enrolment of 1<sup>st</sup> semester students of AY 2021-22 and submission of Continuous Evaluation (CA) for all 1<sup>st</sup> semester students in AY 2021-22**

Registration data for all such 1<sup>st</sup> semester students which are verified by the colleges and provisional registration are generated has been received by this office. In view of late admission of students and in order to safe guard the interest of the students and holding examinations in time as per prevailing situation due to Covid-19 pandemic, the enrolment of all 1<sup>st</sup> semester the students will be done in the following manner.

- 1. The enrolment of the students who have no elective in Programme will be enrolled directly in their respective programme.**
- 2. The enrolment of the students who have elective in the programme will be done by the Colleges from their College login under the panel Enrolment.**

This process of enrolment will be available from 01/12/2021 till 07/12/2021. The list of all enrolled students would be available in the report section of the examination portal. Login details for the students would be sent to their email id as available in the registration data.

**Since the last date is admission is over, colleges are advised to complete the registration verification process as soon as possible and the students could be enrolled in the examination portal in next phase. However, late enrolment would result in failure in uploading CA marks in the examination portal.**

Subject tagging with teachers for all courses are also to be completed simultaneously. Continuous Assessment for Theory (CA) & Practical (PCA) for all the programs for the 1<sup>st</sup> Semester 2021-22 would be collected through the examination portal as per following schedule.

<b>Continuous Assessment (CA)</b>	<b>Starting date of marks submission</b>	<b>End date of marks submission</b>
CA 1	14.12.21	17.12.21
CA 2	10.01.22	13.01.22
PCA 1	10.01.22	13.01.22
CA 3	31.01.22	03.02.22
CA 4	18.02.22	21.02.22
PCA 2	18.02.22	21.02.22

All marks to be submitted out of 25 for theory courses (CA) and 40 for practical courses (PCA). Full marks & mode of test/ viva/ quiz/ presentation/ seminar/ GD etc. could be based on the decisions made in the academic committees of the colleges concerned considering the present Covid-19 pandemic situation and guidelines. Please do not keep any field blank before submission and put 'A' for absent candidates.

**The end semester examinations for 1<sup>st</sup> semester students would be held in the month of March 2022 through online mode. Online form fill-up and fees submission for the 1<sup>st</sup> semester examinations would tentatively commence from last week of February 2022. The details of form fill-up process and method of examinations would be notified in due course of time.**

For any assistance, all are advised to write the query in the 'Support' system of the portal.

This is issued with the approval of competent authority.

**(Dr. Subhashis Datta)**  
Controller of Examinations