



Ref. No. :

Date :

**Ref No. COE/MAKAUT WB/36/2022**

**Date: 10/12/2022**

**Notice regarding enrolment of 1<sup>st</sup> semester and 3<sup>rd</sup> semester of B Tech & B. Pharm lateral entry students of AY 2022-23 and process of Continuous Evaluation (CA & PCA) in Odd Semester AY 2022-23**

Registration data for all such 1<sup>st</sup> semester and 3<sup>rd</sup> semester of B. Tech & B. Pharm lateral entry 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, the enrolment of all such students will be done in the following manner.

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

This process of enrolment will be available from 10/12/2022 to 16/12/2022. 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.

**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 all freshly enrolled students would be collected through the examination portal as per following schedule.

<b>Continuous Assessment</b>	<b>Starting date submission</b>	<b>End date submission</b>	<b>CA conduction process</b>
CA 2	17.12.22	20.12.22	Documents, rubrics and marks need to be uploaded against each CA as per process of CA2 submission.
PCA 1	17.12.22	20.12.22	As per planning of respective colleges and marks to be uploaded.
CA 3	21.12.22	24.12.22	The written examination to be conducted at colleges before the last date and image of the first page (with name, roll & marks available) need to be uploaded through app/portal and marks need to be uploaded in the panel. There will not be any evaluation in DVS system for this late assessment cases.
CA 4	17.01.23	21.01.23	Centralized MCQ based online examinations to be conducted in the respective colleges as per schedule to be published.
PCA 2	17.01.23	21.01.23	As per planning of respective colleges and marks to be uploaded.

All marks to be submitted out of 25 for theory courses (CA) and 40 for practical courses (PCA). 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 and 3<sup>rd</sup> semester students (B Tech & B Pharm) would be held in February 2023. Online form fill-up and fees submission for all such students would tentatively commence from third last week of January 2023. The details of form fill-up process and method of examinations would be same as per odd semester examinations of other semesters/programs.**

For any assistance, all are advised to contact with the office of controller of examinations.

This is issued with the approval of competent authority.

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