



Ref. No. :

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Ref No. COE/MAKAUT WB/30/2024

Date: 02/12/2024

Notice regarding enrolment of 1st semester and 3rd semester (B Tech & B Pharm lateral entry) students of AY 2024-25 and process of Continuous Evaluation (CA & PCA) in Odd Semester AY 2024-25

Provisional registration data for all 1st semester and 3rd semester of B Tech & B Pharm lateral entry students has been received by this office. In view of late admission, such data is used based on submission/certification by the colleges and 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 **03/12/2024 to 05/12/2024**. 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 data 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.

Continuous Assessment	Starting date submission	End date submission	CA conduction process
CA 1	06.12.24	09.12.24	Documents, rubrics and marks need to be uploaded against each CA as per process of CA1 submission.
CA 2	11.12.24	14.12.24	Documents, rubrics and marks need to be uploaded against each CA as per process of CA2 submission.
PCA 1	11.12.24	14.12.24	As per planning of respective colleges and marks to be uploaded.
CA 3	16.12.24	19.12.24	The written examination to be conducted at colleges 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.
PCA 2	16.12.24	19.12.24	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 1st semester students and 3rd semester students (B Tech & B Pharm) would be held in January 2025. Online form fill-up and fees submission for all such students would tentatively commence from 23rd December 2024. The details of form fill-up process and method of examinations would be same as per earlier semester examinations.

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