



E-NOTICE

Date - 09/04/2026

Subject : Continuous Assessment (CA) Process

All 2nd Sem students of BBA, BBA(HM) & MHA of Institute of Science & Technology Management (CC:321) are hereby informed that, they will have to complete their **Continuous Assessment (CA)** process as per Academic Calendar 2025-26 published by the MAKAUT, WB.

This notice is only for **CA2 & PCA1**

For CA2 & PCA1, every subject Teacher will give a particular topic(s) roll no wise. Subject Teacher will also provide a sample **REPORT FORMAT**.

List of topics with subject teacher's name & contact number, sample **REPORT FORMAT** will be sent to the respective students Whatsapp Group in due course of time.

All students will have to make a **REPORT (PDF only)** and will have to send through mail (department wise mail ID are given below) within **19.04.2026**. If any student have any query regarding making **REPORT**, then he/she can contact with the subject teacher.

At the time of sending this mail, please write in the Subject line as: **NAME-ROLL-STREAM- SEM:** (Example: **PRIYANKA DAS-32142826005-BBA(HM)-2ND**)

It is mandatory to complete this CA2 & PCA1 activities for all students. If any student fails to submit REPORT, his/her CA2 & PCA1 Marks will not be sent to MAKAUT. He/she will be treated as **ABSENT**.

Email ids:

DEPARTMENT

Management

:

MAIL IDS

ca.ist.management@gmail.com

By Order, Authorised Signatory