



3rd April, 2023

NOTICE

UPLOADING OF CONTINUOUS ASSESSMENT MARKS ON THE STUDENT PORTAL

All UNDERGRADUATE and POSTGRADUATE PROGRAMS (SEMESTER - II)

Academic Year 2022-23

- All faculty members are hereby informed that the Continuous Assessment marks should be uploaded on the student portal as per the given schedule:

Program/Sem	Last date to upload ICA on the Student Portal	Date for receipt of Student grievances	Edit Option dates / Student portal closure date
UG & PG – II	16 th April, 2023	17 th April 2023	18 th April, 2023

- The ICA marks will then be published to the students and they will raise queries as per the dates mentioned above.
- Only genuine queries raised by the students will have to be resolved by the faculty concerned, on or before the dates mentioned above, without fail, after which the portal will automatically close and hence EDIT option will not be available.
- Subsequently, the faculties will have to generate the mark lists and submit the same to the EEC, duly signed by them within 3-4 days from the last date of the closure of the Student Portal.

All are required to strictly adhere to the above timelines to ensure smooth functioning of exams.

AKS
Ms. Alka Shukla
Controller of Examinations



KDesai
Prof. Krutika B. Desai
Principal