



6th October, 2023

NOTICE
UPLOADING OF CONTINUOUS ASSESSMENT MARKS ON THE STUDENT PORTAL
UNDERGRADUATE PROGRAMMES (SEMESTER - III & V) and
POSTGRADUATE PROGRAMMES (SEMESTER - III)
Academic Year 2023-24

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 – III & V PG - III	10 th October, 2023	11 th October, 2023	12 th October, 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.

Ms. Alka Shukla
Controller of Examinations

Prof. Krutika B. Desai
Principal