



29th January, 2025

NOTICE

**UPLOADING OF CONTINUOUS ASSESSMENT MARKS ON THE STUDENT PORTAL
FYBMS (SEMESTER – I)**

Academic Year 2024-25

All faculty members teaching FYBMS Semester I, are hereby informed that the Continuous Assessment marks should be uploaded on the student portal as per the given schedule:

Last date to upload ICA on the Student Portal	Date for receipt of Student grievances	Edit Option dates & Student portal closure date
Saturday, 8 th February, 2025	Monday, 10 th February, 2025	Tuesday, 11 th February, 2025

- 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.

Alka Shukla
Controller of Examinations

Prof. Krutika B. Desai
Principal