



Ref. No. :

Date :

Ref No. COE/MAKAUT/FACULTY/9/2019-20

Date: 09/11/2019

**Notice for capturing IA marks for practical/sessional papers  
for regular and back paper students for Odd Semester 2019-20**

Internal Assessment (IA) marks for regular candidates and for some back paper candidates would be captured online as per following process.

1. Panel for tagging of teachers would be available for the purpose of submission of IA marks for practical/sessional papers in the college login. On tagging of teachers, teachers concerned would be able to submit IA marks for respective practical/sessional papers from their login for all enrolled regular students.

Please be noted, unlike CA for theory papers, there would be one time capture of IA marks for practical/sessional papers.

2. There are some students, whose IA marks of practical/sessional papers are not available. Provision for submission of all such missing IA marks in practical/sessional papers would be available in the college login.

Colleges concerned would ensure submission of all IA marks for above both categories to enable the online form generation and printing feature activation in the students' login.

The following would be different dates for different activities for the above mentioned purpose.

<b>Dates for IA marks capturing</b>	
10.11.2019	Opening of panel for teacher tagging for IA submission of practical/sessional papers
14.11.2019	Submission of IA marks by the teachers for practical/sessional papers
14.11.2019	Submission missing of IA marks of back paper candidates in practical/sessional papers

All concerned are requested to maintain the above timeline critically considering the fact that form fill-up for all students in end semester examinations could be processed only on capturing the IA marks for practical/sessional papers.

**For any assistance, all are advised to write the query in the 'Support' system of the portal/ visit office of the CoE at Saltlake campus.**

**(Dr. Subhashis Datta)**

Controller of Examinations