Ref No. SVC/PO/All Committee/101

Dated 21.04.2025

सूचना / NOTICE

Internal Assessment Monitoring Committee (IAMC)

Subject: Submission of Internal Assessment (IA) and Continuous Assessment (CA) Marks Record of Semester IV & Semester VI (UGCF-2022) of Academic Year 2024-2025

The following time lines for various activities involved in submission of the **Internal Assessment (IA) & Continuous Assessment (CA) marks (Tutorial)** of all courses/ papers of Semester IV (Part-II) and Semester VI (Parts-III) to Admin. Section is notified.

Sl. No.	Activity	Last Date
1.	Completion of Internal Assessment (IA) & Continuous Assessment (CA) Activities by Teachers.	Monday 05-05-2025
2.	Course wise entry of IA & CA Marks in ERP/SAS Portal of the College by Teachers. Note: Students shall be informed by Admin. to verify their IA & CA Marks in ERP/SAS Portal and grievances/ discrepancies if any need to be brought to the knowledge of Teachers for immediate redressal.	Tuesday 06-05-2025
3.	Resolution of all IA & CA marks related grievances of the students by the concerned Teacher(s).	Wednesday 07-05-2025
4.	Teachers shall take print out of IA & CA Marks and submit to Department Moderation Committee (DMC).	Thursday 08-05-2025
5.	Meeting of Department Moderation Committee(s) for Moderation of course wise IA & CA Marks and to resolve Students' Grievances if any. The DMC Members shall carefully examine the IA & CA Marks and record their decision and append full signature on the IA& CA Marks list of each Course/Paper.	Friday 09-05-2025
6.	Course wise re-entry of moderated IA & CA Marks if any in ERP/SAS Portal of the College by Teachers. If there is no moderation, there is no need to re-enter.	Saturday 10-05-2025
7.	Submission of original hard copy of moderated IA & CA Marks list (signed by DMC Members) by the Teacher (s)/Teacher in Charge to Dealing Assistants in the office of the Section Officer (Administration).	Tuesday 13-05-2025
8.	Course wise verification of Internal Assessment (IA) and Continuous Assessment (CA) by the IAMC.	13-05-2025 to 16-05-2025
9.	Obtaining signature of Students on IA & CA Marks record.	17-05-2025 to 29-05-2025
10.	Upload and Submission of Internal Assessment (IA), Continuous Assessment (CA) marks in Comprehensive Award Management System (CAMS) Portal of the University.	As per University Schedule
11.	Submission of Students signed hard copy of Internal Assessment and Continuous Assessment Marks in Examination Branch by Admin. Section.	As per University Schedule

- A provision is made now in ERP/SAS portal of the College to enter Continuous Assessment marks under Practical of SEC, VAC and AEC courses. Therefore, Teachers shall enter the Continuous Assessment Marks under Practical of SEC, VAC and AEC courses in the ERP Portal along with Internal Assessment Marks of SEC, VAC and AEC courses.

- The Continuous Assessment Marks under Practical of SEC, VAC and AEC shall be subject to moderation along with the Internal Assessment Marks of SEC, VAC, AEC courses by the respective Department Moderation Committee.

Convenor
Internal Assessment Monitoring Committee

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प्रधानाचार्य
Principal
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Copy to: All TiCs, All Teachers, Admin. Section, Student Notice Board & Staff Room Notice Board.