Ref No. :   Date :

Ref No. COE/MAKAUT/FACULTY/2/2019-20   Date: 24/09/2019

Notice regarding submission of CA2, MAR, MOOCs, Mentoring

This is in continuation to notification No COE/MAKAUT/FACULTY/1/2018-19 dated 13/09/19 & other related notices for capturing students, faculty and continuous evaluation data in the examination portal.

The panel for uploading continuous evaluation 2 (CA2) is now live and teachers can upload the marks as per CA1. There are some issues of non-enrolment of some students and therefore provision of submission of CA are not available. It is advised to the colleges concerned to take necessary measures so that all applicable /eligible students are enrolled in the system and non-enrolled students would be allowed to appear in the end semester examinations. No request for fresh enrolment of students would not be entertained after 30.09.2019 (Expert 1st year, stream change & lateral entry). One coordinator/SPOC from each college is required for communication with the University for this purpose.

Panel for uploading Mandatory Additional Requirements (MAR) is made live and colleges concerned are informed to upload all data of MAR upto 2018-19 within 31.10.2019. Thereafter no data of earlier academic year would be captured and the panel for 2019-20 would be made live. All records of MAR data to be submitted to the University on completion of the each academic year in soft form in a pen drive as per earlier notification. However there should be consolidated record against each students which would be required to issue final certificate. There would be another coordinator/SPOC for each college for this purpose.

One separate panel for record keeping of Massive Open Online Courses (MOOCs) is developed. Colleges concerned would upload the certificate of the students on completion of each MOOCs course. Students can view the same from their login. There would be one coordinator/SPOC for each college for this purpose also.

Panel for capturing data of mentoring is also developed and is live now. Colleges concerned would assign students against each of the mentor by tagging students in the portal. On successful tagging, mentors concerned would find the list of students under his/her mentorship and provision for uploading records as per parameters already communicated would be available in their login. Mentoring data would be captured twice in a semester. Last date of submission of data for Phase I (Odd Sem 2019-20) would be 7th November 2019. Again, there would be one coordinator/SPOC for each college for this purpose.

Colleges concerned would encourage the students to track all uploaded records of CA, MAR, MOOCs, Mentoring, Admit, Results data etc in the University portal regularly from their login and resolve discrepancies, if any, by contacting coordinator/SPOC of the colleges concerned. Details of four coordinator/SPOC for CA, MAR, MOOCs & Mentoring to be submitted to the University within 30.09.2019. **For any assistance, all are advised to write the query in the 'Support' system of the portal.**

(Dr. Subhashis Datta)
Controller of Examinations