MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin – 741249
City Office: BF-142, Sector -I, Salt Lake, Kolkata -700 064

Ref No: MAKAUT/RE-106/626 Date: 29.10.2026

NOTIFICATION

Sub: Scheme of Internal Assessment for Theory and Practical Subjects and Submission of Internal Assessment Marks

In accordance with the relevant provisions of the First Regulations of the University dated 27.12.2002 relating to Internal Assessment and with the approval of the Competent Authority, the following scheme and procedure for Internal Assessment and submission of Internal Assessment marks are hereby notified for strict compliance by all concerned. This Notification is issued in supersession of all Notifications, Orders, Circulars and instructions issued earlier by the University in respect of the matters covered by this Notification.

- **Internal Assessment – Theory Subjects**

For each Theory Subject, Internal Assessment shall carry 30 (thirty) marks, distributed as follows:

Sl. No.	Component	Marks
1	Continuous Assessment (CA)	15
2	Assignment / Quiz	10
3	Attendance Regularity and Participation	5
	Total	**30**

Continuous Assessment: Three CAs shall be conducted and the best two performances shall be considered for final reckoning, in accordance with the First Regulations of the University.

The Assignment/Quiz component shall be supported by appropriate academic records, and the Attendance Regularity and Participation component shall be assessed on the basis of duly maintained attendance and participation records.

- **Internal Assessment – Practical Subjects**

Internal Assessment in Practical Subjects shall be awarded by the concerned faculty member in accordance with the prescribed scheme applicable to the subject and on the basis of the Practical Continuous Assessment (PCA) records maintained for the subject.

- **Submission of Internal Assessment Marks**

All final Internal Assessment marks, both Theory and Practical, shall be uploaded on the University Examination Portal at the end of the semester and before commencement of the End Semester form-fill-up process, within the date prescribed by the University.

The exact last date for uploading the marks shall be notified separately by the Exam Department of the University.

Any Internal Assessment marks entered on the Portal during the current session shall not be treated as the final marks. The concerned College/Institution shall upload the final consolidated Internal Assessment marks out of 30 for each student in Theory Subjects afresh, within the prescribed time and before the form-fill-up process.

- **Preservation of Records**

All Colleges/Institutions and concerned Departments shall preserve the records supporting the Internal Assessment, including CA/PCA records, answer scripts, assignments, quiz records, attendance and participation records, for verification and inspection by the University whenever required.

Such supporting documents are not required to be uploaded on the ERP/Examination Portal, unless specifically directed by the University. The final Internal Assessment marks alone shall be uploaded on the Portal.

- **Performance Analysis**

The University may analyse the performance of students and institutions by comparing Internal Assessment marks with marks obtained in the End Semester Examination for maintaining quality, consistency and fairness in the Internal Assessment process.

- **Responsibility for Compliance**

All Principals/Directors of affiliated Colleges/Institutions, Officers concerned, Directors and Heads of Departments of the In-house Departments, and faculty members concerned shall ensure proper implementation of this Notification, timely submission of final Internal Assessment marks and preservation of the requisite supporting records.

This Notification shall be applicable to all concerned affiliated Colleges/Institutions and the relevant In-house Departments of the University and shall be read subject to the First Regulations of the University dated 27.12.2002 and other applicable statutory/regulatory provisions of the University.

All concerned are directed to ensure strict compliance with the above provisions.

This has got reference to the approval dated 29.10.2026 of the Competent Authority in File No. MAKAUT/RE-106.

Sd/-

(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB

Copy forwarded for information and necessary action to:

1. The P.A to the Hon'ble Vice-Chancellor, MAKAUT, WB – Please bring it into the kind notice to the Hon’ble Vice Chancellor.
2. The Controller of Examinations, MAKAUT,WB- for necessary action.
3. All Principal/Director of all colleges affiliated to MAKAUT, WB
4. All Officers, MAKAUT, WB.
5. All Directors, MAKAUT, WB.
6. All Heads of the Departments, MAKAUT, WB.
7. All Faculty Members, MAKAUT, WB.
8. The Information Scientist, MAKAUT, WB- with a request to kindly upload this in our University website.
9. All Staff Members, MAKAUT, WB
10. Office File
11. Guard File

(Dr. S. K. Maity)
Registrar (Addl. Charge)
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