



An Institution of H. G. E. S.

# Notice

(Concerned to 1st & 2nd Year Students)

Date: 30th October 2026

This is to inform **all students** that, **as per the revised guidelines** of the University, **10 marks for assignment** and **5 marks for attendance** will be allotted as part of the **internal assessment**. **A minimum attendance of 80% is mandatory** to be eligible for these marks.

Therefore, all students are strictly instructed to **improve and maintain your attendance** during the remaining period before the Semester Examination. Students are advised to **attend all classes regularly** to avoid losing these valuable marks.

Your realization in this matter will be highly appreciated.

The relevant **University Notification** is attached below for your reference.

Regards,  
**Academic Cell**



Srikrishnapur, Sutahata, Haldia  
(Near Bhagyabantpur Pool Bus Stand)  
Dist: Purba Medinipur, Pin: 721635 West Bengal, India



+91 9434230392  
1800 1230 337  
(03224) 273441



www.ggihaldia.com  
admin@ggihaldia.com



**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:

| <b><i>Sl. No.</i></b> | <b><i>Component</i></b>                 | <b><i>Marks</i></b> |
|-----------------------|-----------------------------------------|---------------------|
| 1                     | Continuous Assessment (CA)              | 15                  |
| 2                     | Assignment / Quiz                       | 10                  |
| 3                     | Attendance Regularity and Participation | 5                   |
|                       | <b><i>Total</i></b>                     | <b><i>30</i></b>    |

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.***