



**B. P. Poddar Institute of Management and Technology**  
**Academic Year: 2021-2022**

Date: 10.05.2022

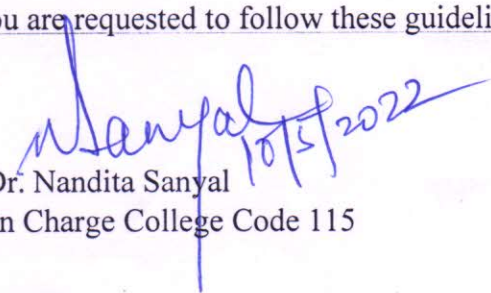
This is to inform you that Our CA4 examination for B.Tech, M.Tech and MCA is postponed to 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> May 2022. According to the notification issued by Affiliating University MAKAUT on Assessment of CA 4 in central DVS system of University following important points are to be kept in mind by all the faculty members.

1. The CA4 in the current semester would be conducted in pen and paper mode. Mobile application viz. 'UCanEvaluate' (to scan answer scripts) and digital evaluation system (DVS) portal solution (to evaluate uploaded answer scripts) developed by University will be used during the continuous assessment (CA4) process in this current semester.
2. There would be 5 numbers of 1 mark question (maximum questions could be upto 7 out of which 5 need to be answered) and 4 numbers of 5 marks question (maximum questions could be upto 6 out of which 4 need to be answered) to make it a 25 marks assessment. Giving alternative questions would be the policy decision of individual colleges/teachers.
3. After the examinations are held, the answer scripts need to be uploaded using the mobile app viz. 'UCanEvaluate' available in Google play store. Login credentials would be provided to all the faculties who are tagged with the theory courses in the university examinations portal. Evaluation in the University DVS portal could be completed within 31st May 2022. All 8 pages of the CA4 answer scripts need to be scanned uploaded (even if some pages are blank). There would be provision to re-upload the scripts in case of any improper upload.
4. Before starting evaluation in the DVS, pdf form of the question paper need to be uploaded in the DVS system through the link available in the teacher's login.
5. Evaluators need to evaluate all the answers given by the students (including excess answers in case of alternatives available in the question paper) and the system would take care to consider the maximum marks possible against one answer script. Before final submission of the scripts after evaluation, the synopsis of evaluation would be available. Once all the scripts are evaluated, the marks would be automatically transferred to the CA4 submission portal and teachers need not re-upload the marks in CA4 submission portal. The evaluated scripts which would not be available against the enrolled students would be considered absent for CA4.
6. After the evaluation is over, the complete details of evaluation data including marks against each question would be made available in individual teacher's login and the complete list in the college login.

The process would be made open for all teachers from 16th May 2022 and would remain open till 31st May 2022.

One manual for the entire process would be made available for ease of the teachers and colleges. Helpline would also be available for support.

All of you are requested to follow these guidelines and inform your mentees accordingly.

  
Dr. Nandita Sanyal

Officer In Charge College Code 115