



Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS
(Autonomous)

NAAC Reaccredited 'A' Grade, CGPA : 3.42



Date: September 11, 2025

NOTICE
UPLOADING OF ICA MARKS ON THE STUDENT PORTAL
ALL UNDERGRADUATE PROGRAMMES (SEMESTER I, III & V)
ALL POSTGRADUATE PROGRAMMES (SEMESTER III)
Academic Year 2025-26

All faculty members are hereby informed that the Internal Continuous Assessment marks for the above mentioned programs and semesters should be uploaded on the student portal as per the given schedule:

Last date to upload ICA marks on the Student Portal	Date of ICA marks publish & Dates for Receipt of Student grievances	Edit Option & Student Portal Closure Date
Thursday 02 nd October, 2025	Friday 03 rd October, 2025	Saturday 04 th October, 2025

- The ICA marks will be published to the students and they will have to raise queries as per the dates mentioned above.
- Only genuine queries raised by the students will have to be resolved by the faculty concerned, on or before the portal closure dates mentioned above, without fail, after which the portal will automatically close and hence EDIT option will not be available.
- Subsequently, the faculties will have to generate the mark lists and submit the same to the EEC, duly signed by them within 3-4 days from the last date of the closure of the Student Portal.

All are required to strictly adhere to the above timelines to ensure smooth functioning of exams.

Ms. Alka Shukla
Controller of Examinations

Dr. Parag Ajagaonkar
Principal