



# BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, P.O.: Purandarpur, Dist.: Bankura,

Pin- 722155, West Bengal

**Office of the Controller of Examinations**

Ref. No.: BKU/CE/PG/90/2022

Date: 15.02.2022

## NOTIFICATION

**Subject: Paper to be used as Answer script, Question Paper download, Format & Submission process of Answer script of PG Semester - I Examination of the A.Y. 2021 - 22**

It is hereby notified for information of PG Sem I, students/examinees (both Regular & SNC) in relation to the PG Semester I Examination of the A.Y. 2021 – 22 that the followings shall be the Paper to be used as Answer script, Question Paper download, Format & submission process of Answer Scripts.

### 1] Paper to be used as answer script

- Examinees may write the answers to the questions in the Question Paper in plain white A4 size paper as available to them at home
- Examinees need not worry if size of Paper is a bit bigger or smaller
- Examinees need not buy A4 size paper from market but use paper available at home of similar size
- Papers used should not be a part of or, attached to any Notebook/Khata. The papers should be in separate sheets

### 2] Writing on answer script

- No computer typed or printed documents are allowed
- Examinees have to write the answers in their own handwriting

### 3] Exam details to be written on answer script

- The following details/information must be written on the top margin of each and every page of answer script by the examinee

Page No.01<Write present page number> out of <Write last page number based on point 4]>

Name of Examination: Bankura University Postgraduate Semester I Examination of the A. Y. 2021 - 22

UID No----- Name -----

Institution of Examinee----- Subject-----

Course Title----- Course Code -----

Course ID (Follow question paper) -----

### 4] Answer script page limit, file format, file size & filename

- The hand written answer script of the examinee for any examination can be a maximum of 10 (ten) pages of plain white A4 size paper (not both sided)
- If full marks is more than 40 in any subject / question paper, only for that subject /question paper the answer script limit may be increased to a maximum of 16 (sixteen) pages of plain white a4 size paper (not both sided), for e.g. law, social work
- For subjects like Chemistry, Physics, Mathematics, etc. requiring examinees to write equations/calculations, the answer script limit may be increased to a maximum of 12 (twelve) pages of plain white A4 size paper (not both sided)
- After completing the exam, examinees will have to take photograph/scan the answer script using document scanner apps available in google play store. These apps will convert answer script to electronic file
- In the document scanner apps, photos of all pages can be taken one after another, to create one single file
- The electronic file must be saved in .pdf format. **No other format is allowed except pdf**
- The file name should be as follows: **UID\_Course ID**. Where UID, Course ID are present in Admit card
- The file size of the electronic answer script is limited to 9MB. Any file more than 9 MB in size will be rejected. Large size file may be compressed to less than 9MB by examinee, if required

## 5] Submission/upload of electronic file (Answer script)

- Electronic Answer Script has to be uploaded / submitted **within 2 hours** of the end of examination on the day of the examination
- A Convenience Time of 02 hours is being provided to examinees for converting Answer Script to Electronic File and uploading
- Examinees can upload/submit their Electronic Answer Scripts by clicking on the **upload** button in their account
- If still unable to upload, as a final resort, Examinees may use the Convenience Email address to submit the electronic answer script, but after permission from the HoD/TiC of university department concerned / PG college authority of the examinee. The authority must upload the answer scripts within the examination day of that respective paper

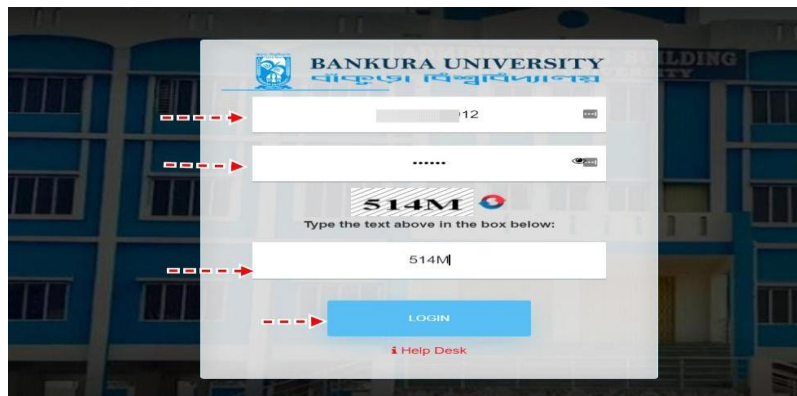
## 6] Use of Bankura University portal account of examinees

- The portal account of all Examinees will have both **download option for download of Question Papers on day of exam** (30 minutes before commencement of exam) & **upload option for upload of Electronic Answer Scripts** within 2 hours of end of examination on the day of examination
- No Answer Script will be accepted for uploading after the aforesaid time without any special issues. Electronic Answer Scripts will only be uploaded by the examinee, HoD / TiC of University department concerned, PG college authority of the examinee
- Question Papers will also be available in the University website as well as to the Principal/HoDs/TiCs of the concerned Colleges and University departments
- All Electronic Answer Scripts can be uploaded by clicking on the **upload** button
- Examinee can log in to the Exam portal account using UID and Password. Exam portal account's Username and Password is also available with HoD / TiC of University department concerned/PG college authority

## 7] Step by Step procedure for Online Examination

### A. Steps to download Question Paper from the examination online portal and to upload the Answer script on the examination online portal by students

**Step 1:** To download Question Papers log-in to the exam portal using credentials



**Step 2:** Clicks on the **Examination** tab



**Step 3:** The Question Paper download & Answer script upload webpage appears on the screen. Check the exam date, exam time and then choose the appropriate Question Paper from the adjacent tab. Click on the download button to download the question paper. *Green mark (Download) Question Paper is from previous exams which are closed now. Blue mark (Download) Question Paper is exams being currently held. Next, subsequent exams are marked in Red (Coming*

**EXAMINATION**

Stream : **ARTS(PG)**  
Subject : **ENGLISH**  
Semester:

Course Code	Course Title	Exam Date	Exam Time	Question Paper	Answer Upload
		14-01-2022	12 Noon-2PM	<a href="#">Download</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>
		24-01-2022	12 Noon-2PM	Coming up	
		28-01-2022	12 Noon-2PM	Coming up	
		31-01-2022	12 Noon-2PM	Coming up	

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Step 4: To Upload Answer Sheet log-in to the exam portal using credentials. Click on the **Examination** tab. Question Paper download & Answer script upload webpage appears on the screen

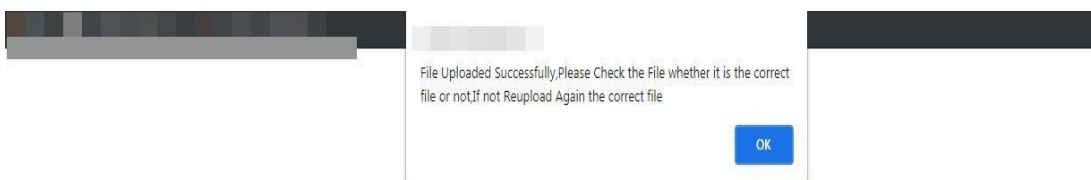
**EXAMINATION**

Stream : **ARTS(PG)**  
Subject : **ENGLISH**  
Semester:

Course Code	Course Title	Exam Date	Exam Time	Question Paper	Answer Upload
		14-01-2022	12 Noon-2PM	<a href="#">Download</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>
		24-01-2022	12 Noon-2PM	Coming up	
		28-01-2022	12 Noon-2PM	Coming up	
		31-01-2022	12 Noon-2PM	Coming up	

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Step 5: Students need to upload the hand written answer sheet in PDF format. Click on **Choose File** under **Answer Upload** section by identifying the path of the answer sheet and upload the same. After choosing the file click on the **Submit** button. Then the following message will be shown. Click on **ok** if you have uploaded the right file else redo it



Step 6: After successfully uploading the answer script check the uploaded file from the red marked section. Press **Click here** to check the uploaded pdf file. If it is the right file then leave it otherwise upload the right answer script by repeating Step 5

**EXAMINATION**

Stream : **ARTS(PG)**  
Subject : **ENGLISH**  
Semester:

Course Code	Course Title	Exam Date	Exam Time	Question Paper	Answer Upload
		14-01-2022	12 Noon-2PM	<a href="#">Download</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/> <input type="button" value="Click Here"/>
		24-01-2022	12 Noon-2PM	Coming up	
		28-01-2022	12 Noon-2PM	Coming up	
		31-01-2022	12 Noon-2PM	Coming up	

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## B. Steps to upload the answer scripts on Examination portal by Principals/HoDs/TiCs of affiliated colleges/ University departments

**Step 1:** Log-in to the exam portal using credentials. Click on the **PG view/upload Answer Script** button

The screenshot shows the examination portal dashboard. The top navigation bar includes 'DASHBOARD', 'MASTER', and 'REPORT'. The main content area is divided into three sections: 'Examination', 'Academic', and 'Internal Marks'. The 'Examination' section is highlighted with a red dashed box and contains the following links: DR Sheet, DR Sheet SubjectWise in Excel, Question Paper Download, and PG View/Upload Answer Sheet. The 'Academic' section contains links for Print Enrollment, Regular Form Fillup Approval, and SNC Form Fillup Approval. The 'Internal Marks' section contains links for Faculty Mapping for Theory, Faculty Mapping for Practical, Faculty Mapping for Internals, Internal Marks Entry, Internal Marks Approval, and Internal Marks View. Below these sections is a 'Mark Sheet' section with links for MarkSheet List and TABULATION REGISTER. The footer contains the copyright notice: Copyrights © 2021 Bankura University All rights reserved.

**Step 2:** To upload an Answer script search the UID No, choose the file from the storage and click on **Update**

The screenshot shows the 'VIEW/UPLOAD ANSWER SHEET' page. The page title is 'VIEW/UPLOAD ANSWER SHEET'. Below the title is a table with the following columns: Application No., Name, Semester, Course Code, Course Title, Exam Date, Exam Time, Status, and Action. The table contains several rows of data. A red dashed box highlights the 'Update' button in the 'Action' column of the row with Exam Date 14-01-2022 and Exam Time 12 Noon-2PM. A red text annotation reads: 'Search the UID No and upload the Answer sheet from here'. The footer contains the copyright notice: Copyrights © 2021 Bankura University All rights reserved.

Application No.	Name	Semester	Course Code	Course Title	Exam Date	Exam Time	Status	Action
					14-01-2022	12 Noon-2PM	_ENG-301-C_ENGLISH_737_100_14-01-2022.pdf	Download
					24-01-2022	12 Noon-2PM	Search the UID No and upload the Answer sheet from here	
					28-01-2022	12 Noon-2PM		
					31-01-2022	12 Noon-2PM		
					14-01-2022	12 Noon-2PM	Choose File No file chosen	Update
					24-01-2022	12 Noon-2PM		
					28-01-2022	12 Noon-2PM		

Sd/-

Dr. Shibaji panda  
Controller of Examinations

Copy to:

- The Registrar, Bankura University
- The Finance Officer, Bankura University
- The Dean, Bankura University
- The Inspector of Colleges, Bankura University
- The Secretary, Faculty Council for Post-Graduate Studies
- All Principals/TiCs/OiCs of affiliated colleges of Bankura University, where PG courses are taught
- System Administrator, Bankura University to upload the notice in the University website
- The Secretary to the Hon'ble Vice Chancellor, Bankura University
- Guard file