Ref. No.: BKU/CE/UG/88/2022   **Date: 15.02.2022**

NOTIFICATION

Subject: Paper to be used as Answer Script, Question Paper download, Format & Submission process of Answer Script of UG (Honours & Programme) Semester – I (Theory) Examination of the A.Y. 2021 - 22

It is hereby notified for information of UG (Honours & Programme) Semester - I examinees (both Regular & SNC) in relation to the UG Semester - I Theory 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, which need to be strictly followed for convenience of examinees.

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 hand writing

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 Undergraduate (Honours/Programme) Semester I (Theory) Examination 2021-22
UID No------------------------------- Name ---
Institution of Examinee----------------------------------- Subject--------------------------------
Course Title------------------------------- Course Code (As per syllabus) --------------------
Course ID (Follow question paper) -------------------------

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

- The handwritten 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)
- 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 like Adobe Scan, Microsoft Lens, etc. 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_courseid_subject_collegecode_date.** Saving the answer script with any other file name will not be allowed
- 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

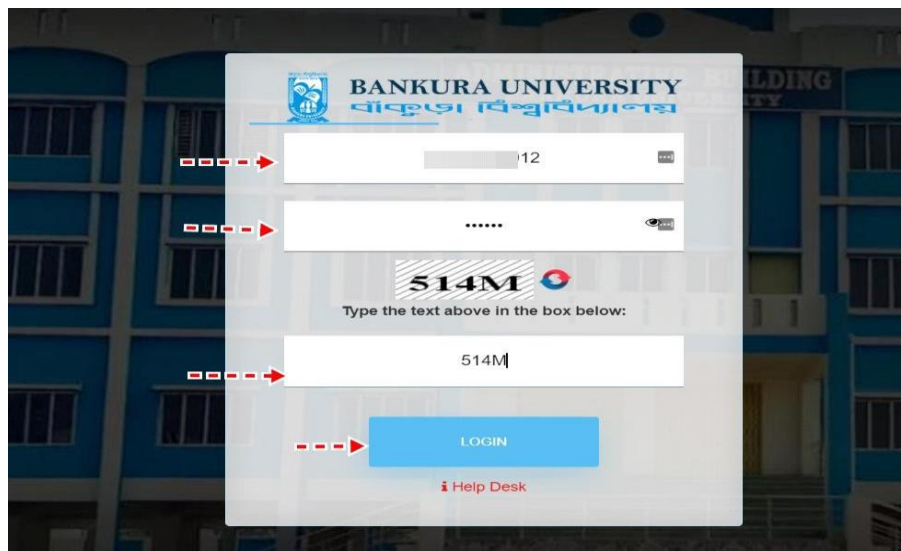**5] Submission of electronic file (answer script)/hardcopy**

- Electronic answer script has to be emailed by the examinee to his/her college within **one hour** of the end of the examination on the day of the examination

- If examinee has the facility to submit the answer script by logging in to her/his own college portal then she/he may submit electronic answer script within **one hour** of the end of the examination on the day of the examination. However, availability of such facility, if any, will be notified by the college authority well in advance

- A convenience time of one hour is being provided to examinees for converting answer script to electronic file and emailing

- The college authority will provide the email address (es) to submit the electronic copy of the answer script

- If still unable to email/ submit through college portal, as a final resort, examinee **may submit the answer script(s) (hard copy) to her/his college within two hours of end of examination on the day of the examination**

- If a student has **more than one examination on a particular day** then she/he may email/submit the answer scripts after the end of the final exam of that day within the aforesaid time limit

- There will be a facilitation Centre at the college on examination days
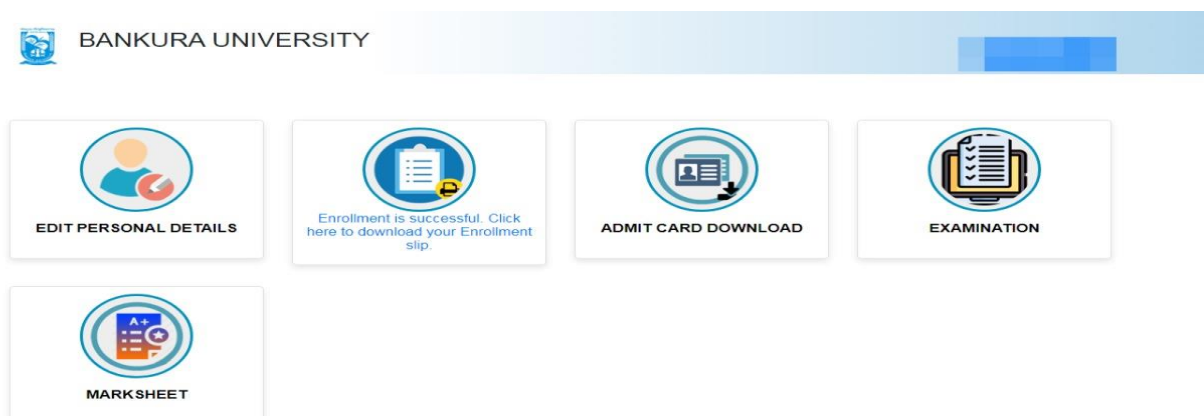
6] Procedure to get Question Paper

- Question Paper on day of exam is available **30 minutes before commencement of exam** in examinee's login. Examinee will have to download the question paper by logging in to the portal using user id & password

- Question Paper will also be available on the University website as well as at the Principals/TiCs/OiCs login 30 minutes before commencement of exam

- Exam portal account's credentials is same as those used during form fill-up

- Exam portal account's credentials are also available to Principals/TiCs/OiCs of colleges

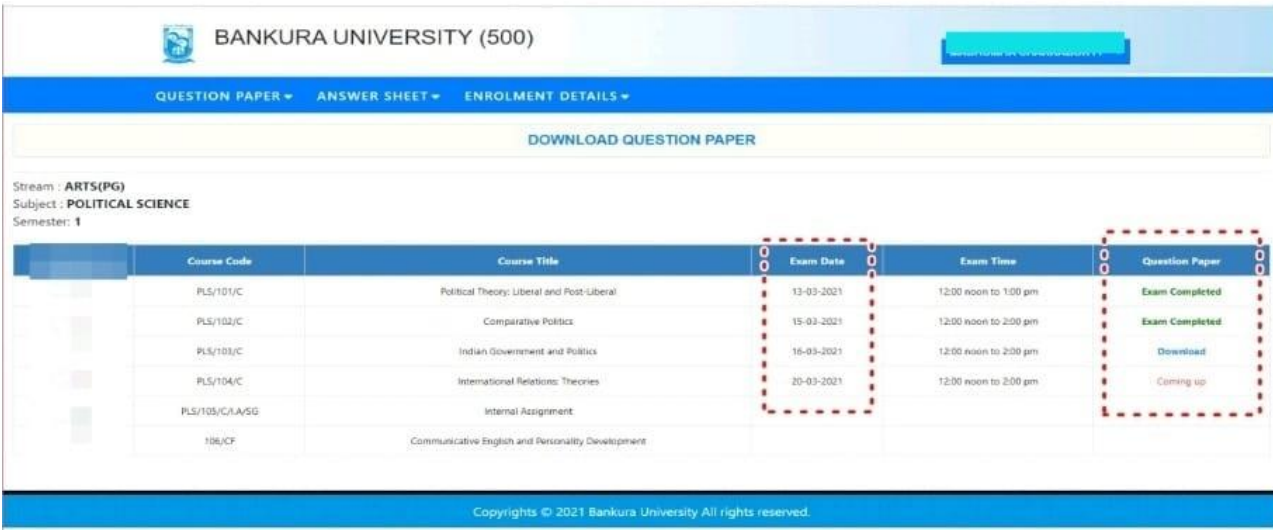**7] Step by Step procedure to download Question Papers from user login**

    Step 1: To download questions, log-in to the exam portal using credentials

Step 2: Click on the EXAMINATION tab

Step 3: Check the exam date, exam time, appropriate Question Paper and then click on **Download** to download the question paper

Sd/-

Dr. Shibaji Panda
Controller of Examinations

Copy to:
1. The Registrar, Bankura University
2. The Dean, Bankura University
3. The Inspector of Colleges, Bankura University
4. All Principals/TiCs/OiCs of affiliated colleges of Bankura University
5. Faculty Council for Under-Graduate Studies, Bankura University
6. The Co-ordinator Santali Vernacular, Bankura University
7. The Secretary to the Hon'ble Vice Chancellor, Bankura University