



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/468/2023

Date. 19.07.2023

NOTIFICATION

Subject: Activation of Internal Marks submission (LIS & JMC) portal for PG Semester – IV Examination of the A.Y. 2022-23

It is notified for information of all concerned that Internal Assessment marks submission portal for PG Semester - IV Examination of the **A.Y. 2022-23** by the faculties has already been activated. The portal will remain live till **20.07.2023**. All the teachers concerned can proceed as follows to submit the Internal Assessment marks.

Step - 1: Log in to the Bankura University exam portal using credentials.

Step - 2: Click on **Internal Assessment Marks Submission** tab.

Step - 3: Select **Semester, Course Type, and Subject**. Click on the **Search** tab.

Step - 4: The list of the students, who selected this paper, will be displayed in the following table. Submit the Internal Assessment marks for each student by selecting the marks from the drop-down menu and then click on the corresponding **check box**. Clicking on the checkbox is mandatory.

Step - 5: Finally click on **Submit**. A message exhibiting the number of students to whom marks have been awarded will be displayed. Click on **OK** to complete the process.

Step - 6: After submission of marks the Excel sheet containing the list of students and their corresponding marks may be downloaded by clicking on **Excel** for future reference.

All HoDs/TiCs of departments of Bankura University are requested to inform the concerned teachers accordingly. They can **approve** the submitted Internal Assessment marks by proceeding in the following way.

Step - 1: Log in to the Bankura University exam portal using credentials.

Step -2: Click on the **Internal Marks** menu and select **Internal Marks Approval**.

Step - 3: Select **Course, Semester, Course Type, and Subject**. Click on the **Search** tab.

Step - 4: The list of the students, whose marks have already been uploaded for this paper, will be displayed in the following table. Select the submitted Internal Assessment marks for each student by clicking on the corresponding check box and then approve it by clicking on **Approve** tab. All the submitted Internal Assessment marks for the students of this paper can be selected for approval at a time by clicking the check box corresponding to **All**. Clicking on the checkbox is mandatory.

Sd/-

Dr. Shibaji Panda
Controller of Examinations

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