

BANKURA UNIVERSITY
Office of the Controller of Examinations



Ref. No.: BKU/CE/ 173/2021

Date: 16.03.2021

NOTIFICATION

Sub: Regarding format of answer script for PG Sem I, Sem III Examinations 2021

As directed, it is hereby notified for information of PG Sem I, Sem III students/examinees that in relation to the PG End Semesters (I & III) Examinations March 2021 (Theory), the following shall be the format of Answer Scripts, which needs to be strictly followed for convenience of examinees:

1] Paper to be used as answer script:

- Candidates / examinees may write the answers to the questions in the Question Paper in plain white A4 size paper as available to them at home
- Candidates / examinees need not worry if size of Paper is a bit bigger or smaller
- Candidates / 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 examinee:

Page No.01(Present page number)/10/12/16 (Last page number based on point 4])

Name of Examinations: Bankura University Postgraduate Semester I, Semester III Examinations 2021

UID No. _____ Course Code (As per syllabus) _____

Name of Examinee _____ Course ID (Follow question paper) _____

Institution of Examinee _____ Subject _____

4] Answer script page limit, file format & file name:

- 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).
- 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 like adobe scan, camera scanner, page scan, kaagaz scanner, 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 using any document scanner app. no other format is allowed except pdf
- The file name should be as follows: **uid_course id_subject_college/universitycode_date**. where course id, subject, college/university code, uid all are present in admit card
- Saving the answer script with any other file name will not allow it to be uploaded

5] File size limit of electronic file (answer script):

- The file size of the electronic answer script is limited to 9 mb
- Any file more than 9 mb in size will not be uploaded / automatically be rejected by the portal
- Large size file may be compressed to less than 9mb by examinee, if required. (applicable for examinees using more than 10 pages)

6] Submission / upload of electronic file (answer script):

- Electronic answer script, as already notified, has to be uploaded / submitted within one hour of end of examination on the day of the examination
- A convenience time of one hour is being provided to examinees for converting answer script to electronic file and uploading
- Examinees can upload/submit their electronic answer scripts by clicking 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 will upload the answer scripts

7] Use of 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 mins. before commencement of exam) & upload option for upload of electronic answer scripts within 2 hours of end of examination on the day of examination
- All questions papers of examinee will be available for download, questions are also being available in the university website as well as to the principal/hods/tics of the colleges and university departments.
- All electronic answer scripts can be uploaded after clicking upload
- Exam portal account username is examinee s uid and password.
- Exam portal account username and password is also available with HoD / TiC of university department concerned / PG college authority

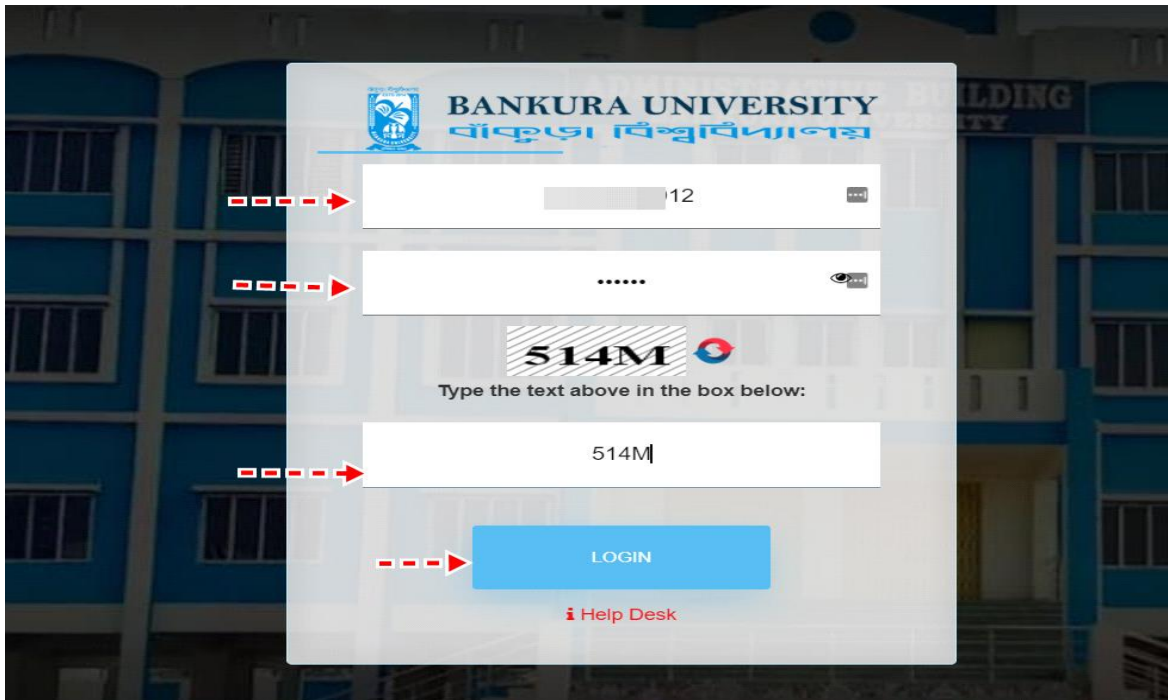
8] MOCK Electronic Answer Script Submission:

- For the convenience and practice of all examinees, there will arrangement of a Mock examination.
- No examinee can write any examination in the premises of Bankura university / any PG college

9] Step by Step procedure for Online Examination

Step 1: To download questions, please visit the link - <http://bkuexams.in>

Step 2: Please Enter “Username” “Password” and “Captcha” to log-in to the portal



Step 3: Click on the “Question Paper” Section. Select the “Question Paper Download” option from the drop-down menu.



Step 4: Once download question paper webpage appears on the screen, please 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.

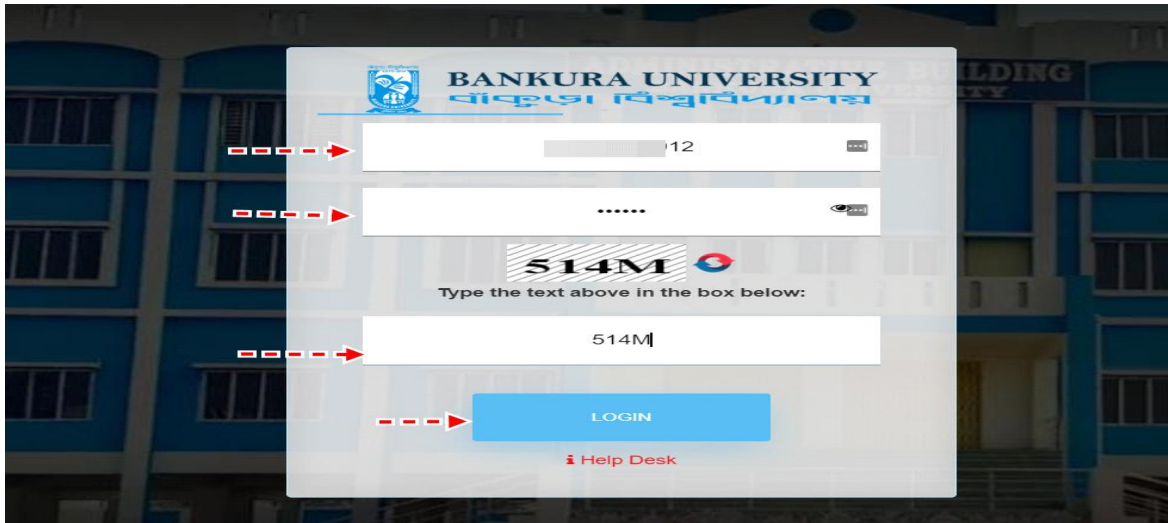
Course Code	Course Title	Exam Date	Exam Time	Question Paper
PLS/101/C	Political Theory: Liberal and Post-Liberal	13-03-2021	12:00 noon to 1:00 pm	Exam Completed
PLS/102/C	Comparative Politics	15-03-2021	12:00 noon to 2:00 pm	Exam Completed
PLS/103/C	Indian Government and Politics	16-03-2021	12:00 noon to 2:00 pm	Download
PLS/104/C	International Relations: Theories	20-03-2021	12:00 noon to 2:00 pm	Coming up
PLS/105/C/A/SG	Internal Assignment			
106/CF	Communicative English and Personality Development			

NOTE: Green mark (Download) Question Papers are related to previous exams, which are closed now. Blue mark (Download) Question Papers are related to “current exam. Next, subsequent exams are marked in Red

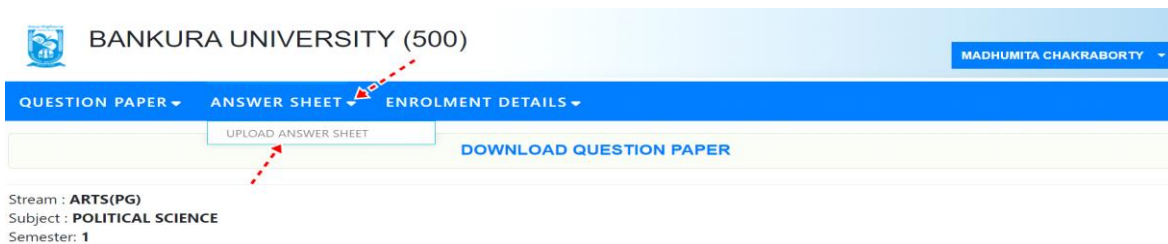
(Coming up).

Step 5: To upload Answer Sheet, please log-in to URL - <http://bkuexams.in>

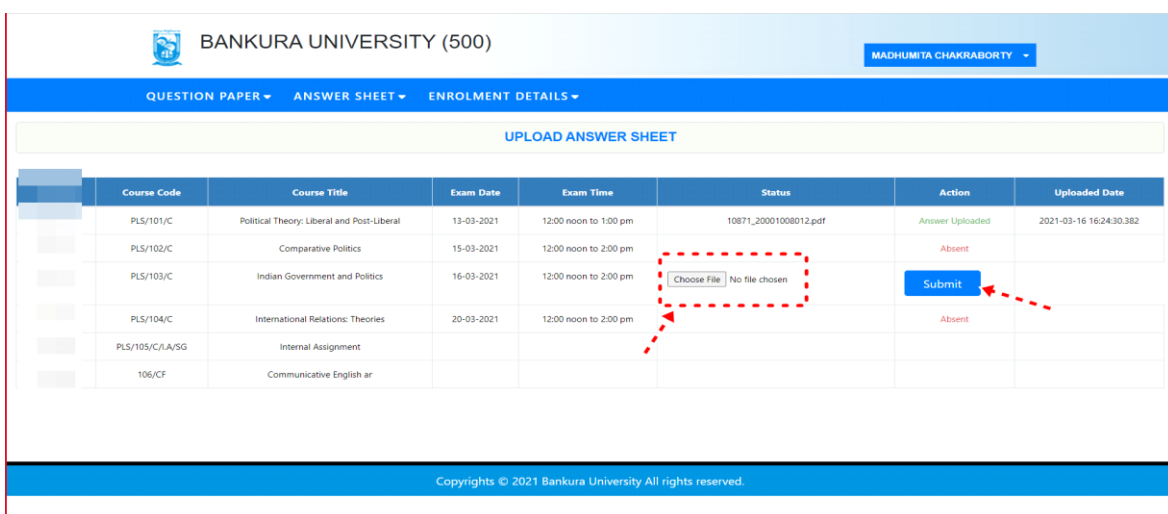
Step 6: Please Enter “Username” “Password” and “Captcha” for log-in to the portal.



Step 7: Click on the “Answer Sheet” Section. Select the “Upload Answer Sheet” option from the drop-down menu.



Step 8: In the following screen, students need to upload the solved answer sheet in PDF format. Please use the “Choose File” as the option to locate the answer sheet and upload the same. After finishing uploading, please click on the Submit button.



NOTE: If by any chance, you are logged out from the system then please try logging in again.

Sd/-

Controller of Examinations (Addl. Charge)

Bankura University

Copy to:

1. The Registrar, Bankura University
2. The Dean, Bankura University
3. All Principals/TiCs/OiCs of affiliated colleges of Bankura University, where PG courses are taught
4. All HoDs/TiCs of departments of Bankura University
5. The Secretary to the Vice Chancellor
6. Guard File