

# **RAMANANDA COLLEGE**

**BISHNUPUR \* BANKURA** 

Pin – 722122, West Bengal UGC Recognized & State Government Aided Constituent College Under Bankura University (Accredited by NAAC at 'B++' Level)

e-mail\_principal@ramanandacollege.org
Website-www.ramanandacollege.org

Tel - 6297976619 Tele Fax - (03244) 254427

Date- 25-01-2022

Ref. No.

# বি্জ্ঞপ্তি

এতদ্বারা সমস্ত Sem-III & Sem-V পরীক্ষার্থীদের জানানো যাচ্ছে যে, তাদের আসন্ন Semester Final পরীক্ষাটি সম্পূর্ণ Online এর মাধ্যমে হবে। প্রত্যেক ছাত্র-ছাত্রীকে জানানো হচ্ছে A4 Size পাতার এক Side লিখে (Both Side নয়) এবং একটি File Name দিয়ে PDF করে নিম্নে যে E-mail ID আছে শুধুমাত্র তাতেই উত্তরপত্র সেই দিনই পাঠাতে হবে পরীক্ষা শেষ হওয়ার পর।

File Name লিখতে হবে ঃ -

UID\_Course id\_subject\_college code\_date (for example - 18171106005\_50601\_phylosophy\_117\_22.03.2021)

নিজ নিজ UID No., Course Id, Subject, College Code & Date নিজ নিজ Admit card দেখে File Name টি দিতে হবে।

**E-mail ID** for Bankura University Undergraduate (Honours & Programme) Semester III/V (Theory) Examination 2022

S1. No.	Department	E-Mail ID
01.	Bengali	rc.bengali.22@gmail.com
02.	Botany	rc.botany.22@gmail.com
03.	Chemistry	rc.chemistry.22@gmail.com
04.	Commerce	rc.commerce.22@gmail.com
05.	Computer Science	rc.computerscience.22@gmail.com
06.	Economics	rc.economics.22@gmail.com
07.	Education	rc.edu.22@gmail.com
08.	English	rc.english.22@gmail.com
09.	Geography	rc.geography.22@gmail.com
10.	History	rc.history.22@gmail.com
11.	Mathematics	rc.mathematics.22@gmail.com
12.	Music	rnc.music.22@gmail.com
13.	Nutrition	rc.nutrition.22@gmail.com
14.	Philosophy	rc.philosophy.22@gmail.com
15.	Physical Education	rc.physicaleducation.22@gmial.com
16.	Physics	rc.physics.22@gmail.com
17.	Physiology	rc.physiology.22@gmail.com
18.	Political Science	rc.politicalscience.22@gmail.com
19.	Sanskrit	rc.sanskrit.22@gmail.com
20.	Zoology	rc.zoology.22@gmail.com



বিজ্ঞপর বাঁকড়া



# 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/UG/22/2022 Date: 22.01.2022

### **NOTIFICATION**

Subject: Paper to be used as Answer Script, Question Paper download, Format & Submission process of Answer Script of UG (Honours & Programme) Semesters - III & V (Theory) Examinations of the A.Y. 2021 - 22

It is hereby notified for information of UG (Honours & Programme) Semesters - III & V examinees (both Regular & SNC) in relation to the UG End Semesters (III & V) Theory Examinations 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

Course Title------ Course Code (As per syllabus) -----Course ID (Follow question paper) ------

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

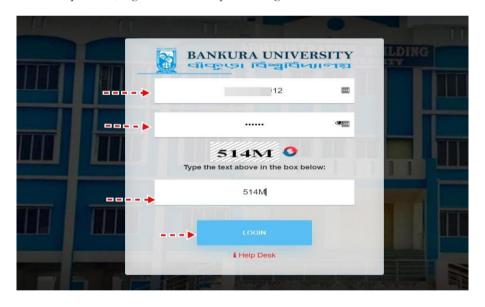
- Electronic answer script has to be emailed by the examinee to his/her college within **one hour** of the end of the examination on the day of the examination
- If examinee has the facility to submit the answer script by logging in to her/his own college portal then she/he may submit electronic answer 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

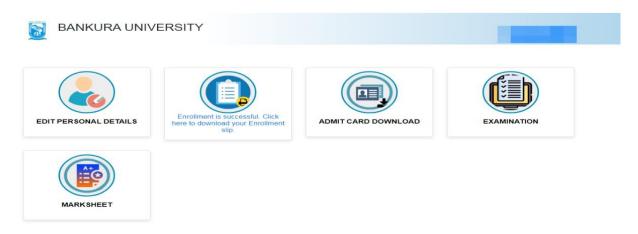
- Question Paper on day of exam is available **30 minutes before commencement of exam** in examinee's login. Examinee will have to download the question paper by logging in to the portal using user id & password
- Question Paper will also be available on the University website as well as at the Principals/TiCs/OiCs 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

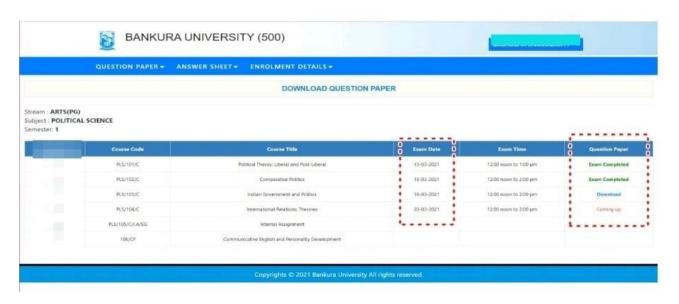
Step 1: To download questions, log-in to the exam portal using credentials



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. The Co-ordinator Santali Vernacular, Bankura University
- 6. The Secretary to the Hon'ble Vice Chancellor, Bankura University