

2020-2021

Assessment/ Evaluation Process of the affiliating University

BANKURA UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Professor Sarbojit Biswas
Controller of Examinations (Addl. Charge)
Email: coebku@gmail.com



Main Campus (Beside NH-60),
Bankura Block-II
P.O.: Purandarpur, Dist.: Bankura
PIN: 722155 (W.B)

Ref. No.: BKU/CE/UG/Apppt./Examiner/GEO-III/108(22)/2020

Date: 26/02/2020

To:

PROF. RAJESH KUMAR GUIN

Assistant Professor

Ramananda College

Ph. No.: 9475882324

Email. ID.: rajes@gmail.com

Sub: Appointment as Examiner of Geography in relation to the UG Semester-III Examinations, 2019-2020

Madam/Sir,

This is to inform you that you have been appointed as **Examiner of Geography**, Course ID.: 31911, Course Code: **SH/GEO/301/C-5** & Course Title: **Climatology** in relation to the **UG Semester-III Examinations, 2019-20**.

You may contact the Head Examiner (if required/ if applicable):

NAME OF THE HEAD EXAMINER	CONTACT NUMBER	EMAIL ID
Dr. Jaidul Islam	9564753056	zaedgeo@gmail.com
NA	NA	NA

The date, time and venue of the Head Examiner's meeting regarding distribution of answer scripts is as follows:

Date	Time	Venue
02.03.2020	11.00 A.M. onward	Academic Building, Room No.: 301 Bankura University Main Campus, Purandarpur, Bankura-722155

*In case of any unavoidable circumstance, if you are unable to perform this assignment, you are requested to kindly intimate this office through the Principal/TiC/OiC of your college, with a copy to the Head Examiner, at the email address: decline.coebku@gmail.com.

For any other issues / problems you may please mail at the email address: mail.coebku@gmail.com

Please note that you are requested to kindly submit the evaluated answer scripts to the Office of the Controller of Examinations, within applicable due date, as per the following schedule:

NUMBER OF SCRIPTS ALLOTTED	DUE DATE OF SUBMISSION (To be counted from the date of the Head Examiner's Meeting/Date of distribution)
1 to 70	14 days
71 to 150	21 days
151 to 250	24 days
More than 250	30 days

Your cooperation in this regard is highly solicited for the smooth conduct of examination process.

Sincerely

Controller of Examinations (Addl. Charge)

Bankura University

Controller of Examinations
(Addl. Charge)
Bankura University

Copy to:

- Principal / TiC, **Ramananda College** (with a request to release the Examiner concerned on the day(s) of Head Examiner's meeting regarding distribution of answer scripts & submission of evaluated answer scripts to the Office of the CoE)
- Convener / Head Examiner, **Dr. Jaidul Islam** (as applicable)

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Ramananda College

Ph. No.: 9475882324

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Professor Sarbojit Biswas
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Email: coe@bankurauniv.ac.in



3rd Floor, Administrative Building,
Main Campus (Beside NH-60),
Bankura Block-II, P.O.: Purandarpur,
Dist.: Bankura, PIN: 722155 (W.B)

Ref. No.: BKU/CE/UG/Apptt./ GEO-VI/Prc/445(15)/2020

Date : September 30, 2020

To:
Prof. Rajesh Kumar Guin
Assistant Professor
Ramananda College
Ph.: 9475882324
e-Mail.: rajes.geography@gmail.com

Subject: Appointment letter for Internal Examiner (Practical) in relation to the UG Semester VI Exams,
2019-20

Madam / Sir

As per recommendation of the UGBS of your subject, you are hereby appointed as **Internal Examiner(Practical)** for Course ID.: **61922**, Course Code.: **C-14** & Course Title.: **Research Methodology and Field Work** in relation to UG Semester VI Examinations, **2019-20**.

For e-Evaluation of the End Semester Examination Practical Answer Scripts & conducting viva voce:

- You will receive this email Appointment letter, an editable e-Remuneration Bill and Excel CAGING Sheet
- Practical Exam dates have been notified and based on the same, examinees would first submit/upload Answer Scripts (if applicable) and Internal Practical Examiners may conduct viva voce after that using non-physical mode of contact / electronic modes. There is no problem if viva voce of Practical Exams cannot be completed in one day: it can be continued to the next possible convenient date for Examinee and Examiner
- Scanned copies of Answer Scripts** allotted to you (in pdf format and as generated & uploaded by examinees) **will automatically be available in your Unitrack Portal account (available after 06/10/2020)**
- You may please login into your Unitrack portal account at http://onlineregistrationindia.com/unitrack_bku/ and **evaluate / download & evaluate the Practical Examination Answer Scripts available for evaluation.**
- After completion of evaluation, you may **submit / upload the marks awarded by you, once again through your Unitrack portal account (available after 11/10/2020)** (similar to process of IA Marks upload).
- UIDs of all Practical Examinees whose answer scripts have been allotted to you will be available in the Marks Upload Module.** If Answer Script of any **UID is not found**, then leave the Marks column **BLANK** and they will be automatically marked **ABSENT**.
- As it is **not possible to make any markings on the pdf Answer Script**, please **maintain record of marks awarded against each Question attempted by Examinee in the Excel CAGING Sheet**. You may use the Excel CAGING Sheet as per your convenience (either in **SOFT COPY** or **HARD COPY**). Please **DO NOT** send this Excel CAGING Sheet to the office of the undersigned, but retain it for future use.

As you are aware that Results for this examination has to be published by 31/10/2020, you are requested to kindly complete evaluation and **upload marks awarded within 07 days of completion of the exam / as soon Mark Upload Module is available in your Unitrack account**

Please send the filled-in e-Remuneration Bill to the email address you have received this email from.

Your kind cooperation during this entire process is earnestly requested and highly valued.

Sincerely,

Controller of Examinations (Addl. Charge)
Bankura University