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RAMANANDA COLLEGE



BISHNUPUR,BANKURA PIN-722122,WEST-BENGAL

UGC Recognized & State Aided Constituent College (UNDER BANKURA UNIVERSITY)

(Accredited by NAAC at B++)



Ref.NO

Date: - 25/06/2022



(Under - Graduate Section)

রামানন্দ কলেজের U.G(B.A,B.Sc,B.Com) SEM-II,SEM-IV,SEM-VI এর সমস্ত ছাত্রছাত্রীদের জানানো যাচ্ছে যে কি ভাবে Bankura University র ফাইনাল পরীক্ষা দিতে হবে তার বিস্তারিত বিবরন Bankura University ও রামানন্দ কলেজের ওয়েবসাইট এ দেওয়া আছে।

Bankura University ও রামানন্দ কলেজের ওয়েবসাইট ভালোভাবে দেখে সবাই কে ফাইনাল পরীক্ষা দিতে বলা হচ্ছে।



Sd/ড: স্বপ্না ঘোড়ই
অধ্যক্ষ
রামানন্দ কলেজ
বিষ্ণুপুর, বাঁকুড়া

Principal
Ramananda College
Bishnupur, Benkura





Page - 2-4 BANKURA UNIVERSIT

(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/321/2022

Date: 24.06.2022

NOTIFICATION

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

It is hereby notified for information of UG (Honours & Programme) Semesters - II, IV & VI examinees (both Regular & SNC) in relation to the UG End Semesters (II, IV & VI) 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

- Computer typed or printed documents are not 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 II, IV & VI (Theory) Examinations 2021-22

UID NoName
Institution of Examinee Subject 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_college code_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

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

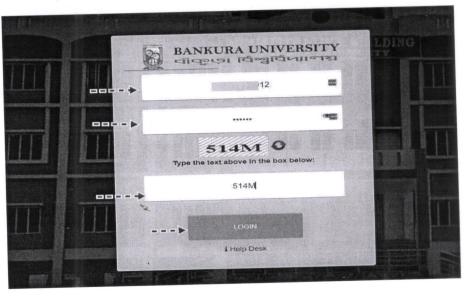
- Electronic answer script has to be emailed by the examinee to his/her college within one hour of the end of
 the examination on the day of the examination
- If examinee has the facility to submit the answer script by logging in to her/his own college portal then she/he may submit electronic answer 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 credential is same as that used during form fill-up
- Exam portal account's credential is 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

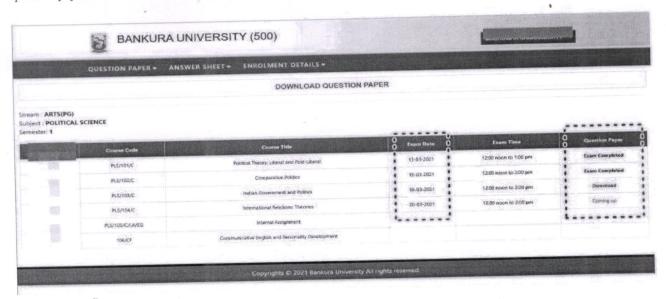


Step 2: Click on the EXAMINATION tab



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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