

**2022-2023**

**Assessment/  
Evaluation  
Process of the  
Affiliating  
University**



# 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/Apptt/BCOM-/PRAC/Int./88(4)/2022-23*

Date: *15<sup>th</sup> February, 2023*

To

**DR. APU MANNA**

*Assistant Professor*

*Ramananda College (117)*

*Ph. No.: 9002111157*

*Email.: apumanna57@gmail.com*

**Subject: Appointment for Internal Examiner in COMMERCE of UG Semester- Practical Examination of the A.Y. 2022-23**

*Madam/Sir,*

I have the pleasure to inform you that you have been appointed as the **Internal Examiner** for **COMMERCE Practical**, Course ID.: **51222** and Course Title.: **COMPUTER APPLICATIONS IN BUSINESS-I**, Course Code.: **C-12** of the **UG Semester-** Examination, 2022-23.

**The range of date and Examination Centre of the Semester- Practical Examination is given below:**

**Range of dates: 22/02/2023 and 23/02/2023**

**Centre Name with Code: (117)**

**Centre Mail ID: [principal@ramanandacollege.org](mailto:principal@ramanandacollege.org)**

**You are requested to contact with the examinations centre concerned for specific date(s).**

*\*In case of any unavoidable circumstances, if you fail to attend the duty then you are requested to send a request for change to this office after recommendation of the Principal/TIC/OIC of your college and intimation to the Convener of the subject. Convener on the basis of recommendation of leave of absence by the Principal, would recommend replacement as applicable.*

Your cooperation is highly solicited.

Thanking you

**Controller of Examinations  
Bankura University  
Bankura**

Controller of Examinations  
Bankura University  
Bankura-722155 (W.B.)



**Copy forwarded for kind cooperation and necessary action to:**

**Principal/TIC, (Examinations Centre)**

**Principal/TIC, Ramananda College (College of , for Consideration of on duty leave)**



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**Office of the Controller of Examinations**

**Ref. No.: BKU/CE/UG/Apptt./Head Examiner/BCOM-III/133(16)/2022-23**

**Date: 27th March, 2023**

**To:**

**DR. APU MANNA**

**Assistant Professor**

**Ramananda College**

**Ph. No.: 9002111157**

**Email. ID.: apumanna57@gmail.com**

**Sub: Appointment as Head Examiner of Commerce in relation to the UG Semester-III Examinations, 2022-2023**

**Madam/Sir,**

This is to inform you that you have been appointed as **Head Examiner of Commerce**, Course ID.: 31210, Course Code: **BCOMP 304SEC-1** & Course Title: **Financial Accounting - I** in relation to the **UG Semester-III Examinations, 2022-23**.

The details regarding the schedule & process of evaluation of the Answer scripts of the above said paper will be informed in due course.

In case of any unavoidable circumstance, if you are unable to perform this assignment, you are requested to kindly intimate the Convener concerned through Principal/TiC/OiC of your college with a copy to [coeug@bankurauniv.ac.in](mailto:coeug@bankurauniv.ac.in)

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

Sincerely

**Controller of Examinations  
Bankura University  
Bankura**

Controller of Examinations  
Bankura University  
Bankura-722155 (W.B.)



Copy to:

Copy to:

1. Principal / TiC / OiC, **Ramananda College**



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**Office of the Controller of Examinations**

**Ref. No.: BKU/CE/UG/Apptt./Examiner/BCOM-III/133(38)/2022-23**

**Date: 29th March, 2023**

**To:**

**DR. APU MANNA**

**Assistant Professor**

**Ramananda College**

**Ph. No.: 9002111157**

**Email. ID.: apumanna57@gmail.com**

**Sub: Appointment as Examiner of Commerce in relation to the UG Semester-III Examinations, 2022-2023**

**Madam/Sir,**

This is to inform you that you have been appointed as **Examiner of Commerce**, Course ID.: **31219**, Course Code: **BCOMP 302C-2C** & Course Title: **BUSINESS COMMUNICATION** in relation to the **UG Semester-III Examinations, 2022-23**.

The details regarding the schedule & process of evaluation of the Answer scripts of the above said paper will be informed in due course.

You may contact the Head Examiner (if required):

NAME OF THE HEAD EXAMINER	CONTACT NUMBER	EMAIL ID
<i>Dr. Swarup Kumar Jana</i>	9434416063	kumarswarup2012@gmail.com

In case of any unavoidable circumstance, if you are unable to perform this assignment, you are requested to kindly intimate the Convener concerned through Principal/TiC/OiC of your college with a copy to [coeuq@bankurauniv.ac.in](mailto:coeuq@bankurauniv.ac.in)

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

Sincerely

**Controller of Examinations**

**Bankura University**

**Bankura**

Controller of Examinations  
Bankura University  
Bankura-722155 (W.B.)



Copy to:

1. Principal / TiC / OiC, **Ramananda College**
2. Convener / Head Examiner, **Dr. Swarup Kumar Jana**

**Setting of  
Question  
Papers for  
UG/PG  
programs**



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**Office of the Controller of Examinations**

Ref. No.: *BKU/CE/UG/Appt./Internal /PS/BCOM-III/470(23)/2022-23*

Date: 28 September 2022

To:

**DR. APU MANNA**

*Assistant Professor*

*Ramananda College (117)*

*PH.:9002111157/Email.:apumanna57@gmail.com*

**Sub: Your Email Appointment Letter as Examination Paper Setter**

**Ref:** Subject Name.: **Commerce** Course Code: **Business Communication**, Course ID: **31219** & Course Title: **BCOMP 302C-2C**

**Madam / Sir,**

As per recommendation of the Undergraduate Board of Studies in **Commerce**, you are hereby appointed as a **Paper Setter** in **Commerce (Theory)**, **Course ID: 31219**, **Course Code: Business Communication & Course Title: BCOMP 302C-2C** in relation to the **Undergraduate End Semester -III Examination of the A.Y. 2022-23**.

You are requested to kindly submit the Question Paper through **Electronic Mode only**. For electronic submission of the Question Paper, you are requested to kindly undertake the following steps:

- Compose the Question Paper in any Word Processing Software and save with file name containing Course Id & Course Title
- Send your Question Paper as an electronic document using your email account only. Do not send hard copy of question paper
- Email the relevant Question Paper **within Seven Days of receipt of this letter only to :** [convenorcommerce@bankurauniv.ac.in](mailto:convenorcommerce@bankurauniv.ac.in)
- Please go to <https://www.bankurauniv.ac.in/get-page-details-sub-category-item/syllabus/u-g-/7> for the relevant Syllabus
- Please go to:- <https://bkureults01.com/oas/OpenLink/PreiourYearQuestionPaper> for previous year question paper
- A format for Question Paper is attached to this email as a Microsoft Word document
- Send the editable Remuneration Bill with your details filled-in to the aforesaid mail only, The bill must be named as: **BKU/CE/UG/Appt./Internal /PS/BCOM-III/470(23)/2022-23**

If you are not willing to accept this appointment, please mail/inform the undersigned within Two (2) days of receipt of this Email Appointment Letter at the email address: [convenorcommerce@bankurauniv.ac.in](mailto:convenorcommerce@bankurauniv.ac.in) & [coeug@bankurauniv.ac.in](mailto:coeug@bankurauniv.ac.in)

Please note that no physical / hard copy of this Email Appointment Letter will be sent to you.

Thanking you in anticipation of your kind support and cooperation in this entire matter.

Regards,

Sd/-

Dr. Shibaji Panda

Controller of Examinations

N.B.: The following documents are attached herewith:

- i) e-remuneration bill format
- ii) question paper MS Word format (Descriptive Type/MCQ Type)



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Main Campus, P.O.: Purandarpur, Dist.: Bankura,

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**Office of the Controller of Examinations**

Ref. No.: *BKU/CE/UG/Appt./Internal /PS/BCOM-V/470(30)/2022-23*

Date: 28 September 2022

To:

**DR. APU MANNA**

Assistant Professor

Ramananda College (117)

PH.:9002111157/Email.:apumanna57@gmail.com

**Sub: Your Email Appointment Letter as Examination Paper Setter**

**Ref:** Subject Name.: **Commerce** Course Code: **Com. App in Business-I**, Course ID: **51222** & Course Title: **BCOMH 502C-12**

Madam / Sir,

As per recommendation of the Undergraduate Board of Studies in **Commerce**, you are hereby appointed as a **Paper Setter** in **Commerce (Theory)**, Course ID: **51222**, Course Code: **Com. App in Business-I** & Course Title: **BCOMH 502C-12** in relation to the **Undergraduate End Semester -V Examination of the A.Y. 2022-23**.

You are requested to kindly submit the Question Paper through **Electronic Mode only**. For electronic submission of the Question Paper, you are requested to kindly undertake the following steps:

- Compose the Question Paper in any Word Processing Software and save with file name containing Course Id & Course Title
- Send your Question Paper as an electronic document using your email account only. Do not send hard copy of question paper
- Email the relevant Question Paper **within Seven Days of receipt of this letter only to :** [convenorcommerce@bankurauniv.ac.in](mailto:convenorcommerce@bankurauniv.ac.in)
- Please go to <https://www.bankurauniv.ac.in/get-page-details-sub-category-item/syllabus/u-g-/7> for the relevant Syllabus
- Please go to:- <https://bkureults01.com/oas/OpenLink/PreiourYearQuestionPaper> for previous year question paper
- A format for Question Paper is attached to this email as a Microsoft Word document
- Send the editable Remuneration Bill with your details filled-in to the aforesaid mail only, The bill must be named as: **BKU/CE/UG/Appt./Internal /PS/BCOM-V/470(30)/2022-23**

If you are not willing to accept this appointment, please mail/inform the undersigned within Two (2) days of receipt of this Email Appointment Letter at the email address: [convenorcommerce@bankurauniv.ac.in](mailto:convenorcommerce@bankurauniv.ac.in) & [coeug@bankurauniv.ac.in](mailto:coeug@bankurauniv.ac.in)

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