



# 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/455/2021

Date: 27.06.2021

## 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. 2020 - 21**

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. 2020 – 21 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 answerscript**

- 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 handwriting

#### **3] Exam details to be written on answerscript**

- 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 Examinations: Bankura University Undergraduate (Honours/Programme) Semester II/IV/  
VI (Theory) Examinations 2021

UID No-----Course Code (As per syllabus) -----

Name of Examinee-----Institution of Examinee-----

Course ID (Follow question paper) -----Subject-----

#### **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\_course id\_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 9 MB
- 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)/hard copy

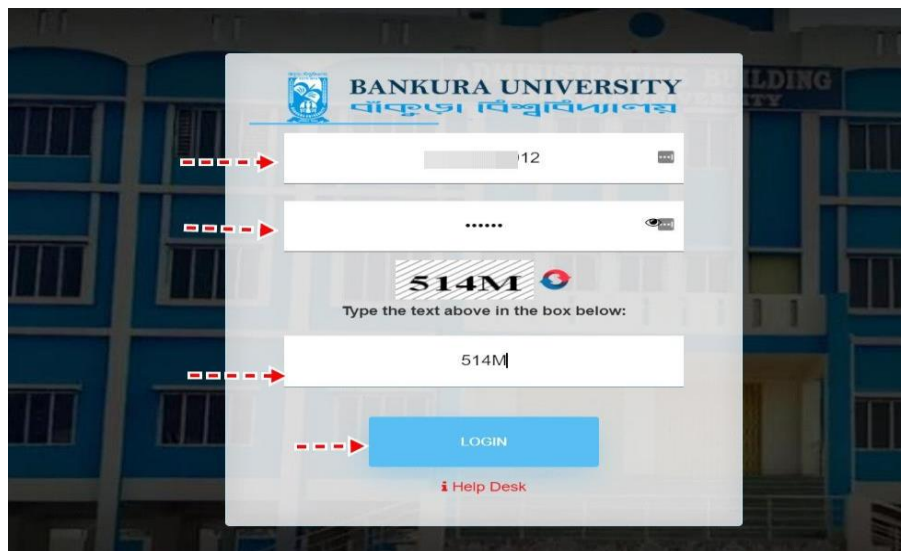
- Electronic answer script has to be emailed by the examinee to his/her college within **one hour** of the end of the examination on the day of the examination
- If examinee has the facility to submit the answer script by logging in to her/his own college portal then she/he may submit electronic answer 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 time limit mentioned above
- There will be a facilitation centre at the college on examinations days

## 6] Procedure to get Question Paper

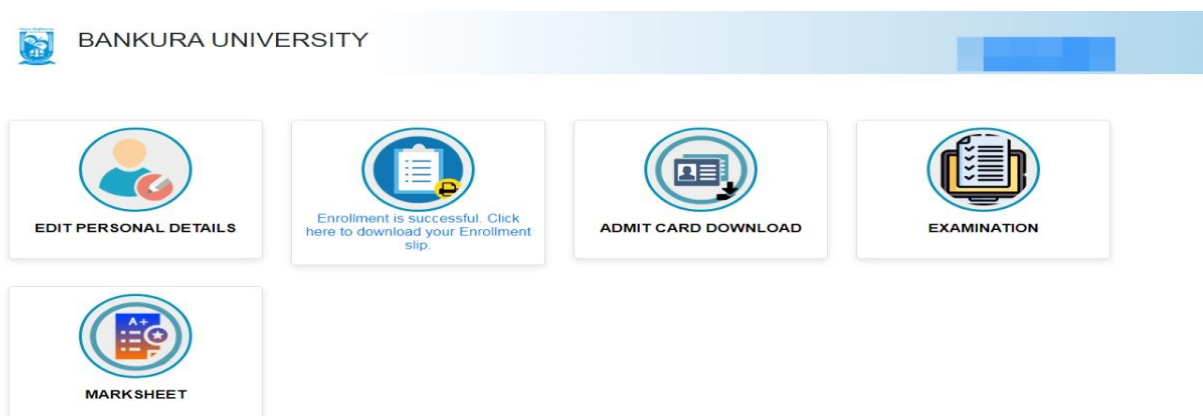
- Question Paper on day of exam is available **30 minutes before commencement of exam** in examinee's login. Examinee will have to download the question paper by logging in to the portal using user id & password
- Question Paper will also be available on the University website as well as at the Principals/TiCs/OiCs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

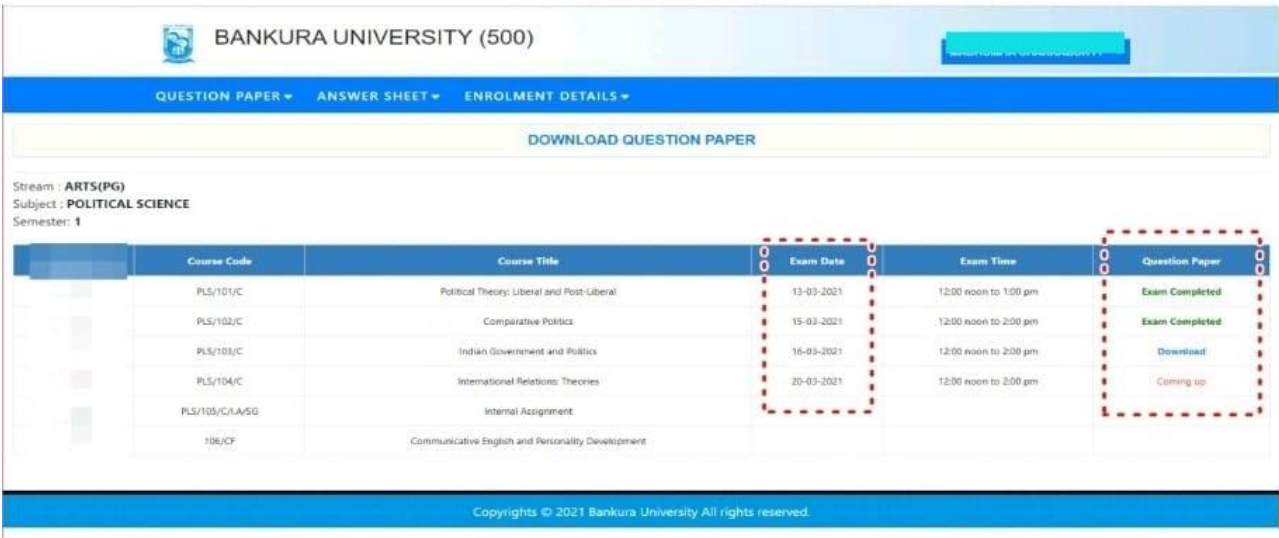
**Step 1:** To download questions, log-in to the exam portal using credentials



**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



**BANKURA UNIVERSITY (500)**

QUESTION PAPER ▾ ANSWER SHEET ▾ ENROLMENT DETAILS ▾

**DOWNLOAD QUESTION PAPER**

Stream : **ARTS(PG)**  
Subject : **POLITICAL SCIENCE**  
Semester: **1**

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/IA/SG	Internal Assignment			
106/CF	Communicative English and Personality Development			

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Dr. Shibaji Panda  
Controller of Examinations

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