

BANKURA UNIVERSITY
Office of the Controller of Examinations



Ref. No.: BKU/CE/ 178/2021

Date: 22.03.2021

NOTIFICATION

**Sub: Question Paper download, Format & Submission process of answer script of UG (Honours)
Semesters - I, III & V (Theory) Examinations of the A.Y. 2020 - 21**

As directed, it is hereby notified for information of **UG (Honours) Semesters - I, III & V** students/examinees (**both Regular & SNC**) that in relation to the UG End Semesters (I, III & V) Examinations March 2021 (Theory), the followings shall be the 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:

- Candidates / examinees may write the answers to the questions in the Question Paper in plain white A4 size paper as available to them at home
- Candidates / examinees need not worry if size of Paper is a bit bigger or smaller
- Candidates / 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 answer script:

- The following details / information must be written on the top margin of each and every page of answer script by 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) Semester I/ III/ V (Theory)
Examinations 2021**

UID No. _____ Course Code (As per syllabus) _____

Name of Examinee _____ Course ID (Follow question paper) _____

Institution of Examinee _____ Subject _____

4] Answer script page limit, file format & 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).

- If full marks is more than 40 in any subject / question paper, only for that subject / question paper the answer script limit may be increased to a maximum of 16 (sixteen) pages of plain white A4 size paper (not both sided). for e.g., law, social work, BBA, BCA.
- 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, Document Scanner, Page Scan, 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**. where course id, subject, college code, uid all are present in admit card
- Saving the answer script with any other file name will not be allowed

5] File size limit of electronic file (answer script):

- The file size of the electronic answer script is limited to 9 MB
- Any file more than 9 MB in size will not be uploaded / automatically be rejected by the portal
- Large size file may be compressed to less than 9MB by examinee, if required

6] 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 end of examination on the day of the examination
- 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, as a final resort, examinee **may submit the answer script (hard copy) to his/her college within two hours of end of examination on the day of the examination**
- There will be a facilitation centre at the college on examinations days

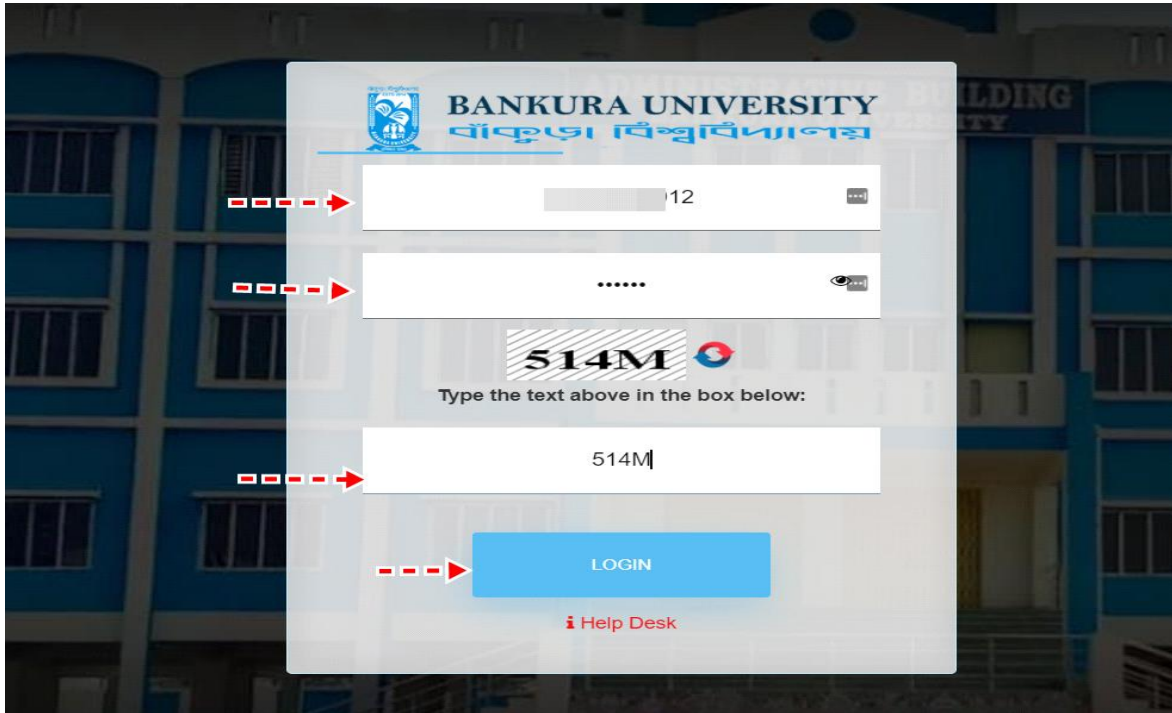
7] Use of portal account of examinees: Procedure to get Question Paper

- Question Paper on day of exam is available **30 mins. 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 being available on the University website as well as to the Principals/TiCs/OiCs of colleges 30 mins. before commencement of exam
- Exam portal account's username & password is same as those used during form fill-up
- Exam portal account's username and password is also available to Principals/TiCs/OiCs of colleges

8] Step by Step procedure to download Question Papers from user login

Step 1: To download questions, please visit the link - <https://bkuexams.in>

Step 2: Please Enter "Username" "Password" and "Captcha" to log-in to the portal



Step 3: Click on the “Question Paper” Section. Select the “Question Paper Download” option from the drop-down menu.



Step 4: Once download question paper webpage appears on the screen, please check the exam date, exam time and then choose the appropriate Question Paper from the adjacent tab. Click on the download button to download the question paper.

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

Note: 1. Green mark (Download) Question Papers are related to previous exams, which are closed now. Blue

mark (Download) Question Paper is related to current exam. Next, subsequent exams are marked in Red (Coming up).

2. If by any chance, you are logged out from the system then please try by logging in again.

Sd/-

Dr. Shibaji Panda
Controller of Examinations
Bankura University

Copy to:

1. The Registrar, Bankura University
2. The Dean, Bankura University
3. All Principals/TiCs/OiCs of affiliated colleges of Bankura University
4. Co-ordinator Santali Vernacular, Bankura University
5. The Secretary to the Vice Chancellor
6. Guard File