Ref. No.: BKU/CE/PG/458/2021   Date: 28.7.2021

NOTIFICATION

Sub: Regarding FORMAT of ANSWER SCRIPT for PG SEM II, SEM IV Examinations 2021

As directed, it is hereby notified for information of PG Sem II, Sem IV students/examinees that in relation to the PG Semester II, Semester IV End Semester Examinations August 2021 (both Theory & Practical), the following shall be the FORMAT of Answer Scripts which needs 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(Present page number)/10 (Last page number)
Name of Examinations: Bankura University Postgraduate Sem II, Sem IV Examinations 2021
UID No._____ Course Code (As per syllabus) _____
Name of Examinee _____
Course ID (Follow question paper) _____
Course Title _____
Institution of Examinee _____ Subject _____

4] ANSWER SCRIPT PAGE LIMIT

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.**

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, Camera Scanner, Page Scan, Kaagaz Scanner, 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 using any Document Scanner App. NO OTHER FORMAT IS ALLOWED EXCEPT PDF.**

The FILE NAME should be as follows**: UID_Course ID.** Where UID, Course ID are present in admit card.

SAVING THE ANSWER SCRIPT WITH ANY OTHER FILE NAME WILL NOT ALLOW IT TO BE UPLOADED.

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. (Applicable for examinees using more than 10 Pages).

6] SUBMISSION / UPLOAD OF ELECTRONIC FILE (ANSWER SCRIPT)

Electronic Answer Script, as already notified, has to be uploaded / submitted **WITHIN 2 HOURS of end of examination** on the day of the examination.

A **Convenience Time of 02 hours** is being provided to examinees for converting Answer Script to Electronic File and uploading.

Examinees can UPLOAD/SUBMIT their Electronic Answer Scripts by clicking the UPLOAD button in their account.

If still unable to UPLOAD, as a final resort, Examinees may use the Convenience Email address to submit the electronic answer script, but after permission from the HoD / TiC of university department concerned / PG college authority of the examinee. The authority must have to upload the answer scripts within the examination day of that respective paper.

7] USE OF PORTAL ACCOUNT OF EXAMINEES:

The portal account of all Examinees will have **BOTH DOWNLOAD option for download of Question Papers on day of exam** (30 minutes. Before Commencement of exam) & **UPLOAD option for upload of Electronic Answer Scripts** within 2 hours of end of examination on the day of examination. No Answer Scripts will be accepted for uploading after the stipulated time as mentioned earlier without any special issues. Electronic Answer Scripts are only being uploaded by the examinee, HoD / TiC of university department concerned, PG college authority of the examinee.

All Questions Papers of examinee will be available for DOWNLOAD; Questions are also being available in the university website as well as to the Principal/HoDs/TiCs of the colleges and university departments.

All Electronic Answer Scripts can be uploaded after clicking UPLOAD.

Exam portal account Username is examinee's UID and Password.

Exam portal account Username and Password is also available with **HoD / TiC of university department concerned / PG college authority.**
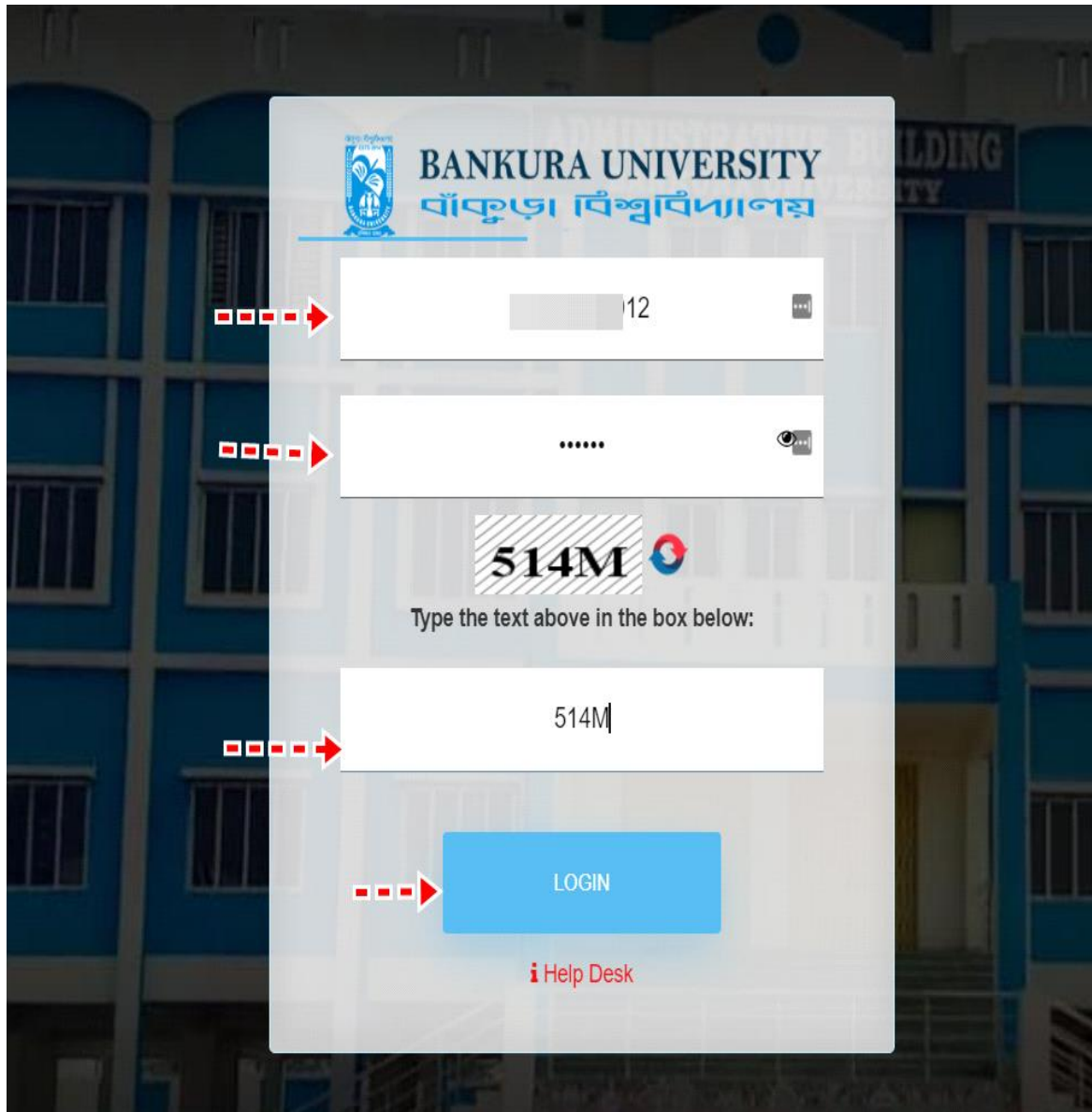
NO EXAMINEE CAN WRITE ANY EXAMINATION IN THE PREMISES OF BANKURA UNIVERSITY / ANY PG COLLEGE.

Step by Step procedure for Online Examination

A. Steps to download questions from the examination online portal and uploading the answer scripts on the examination online portal by students.

Step 1 To download questions, please visit the link   https://bkuresults01.com/oas/login/auth

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

Step 3 Clicks on the **"Examination"** Section.

Step 4 the questions download & Answer script upload 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.

EXAMINATION

Stream : **ARTS(PG)**
Subject : **BENGALI**
Semester: **2**

Course Code	Course Title	Exam Date	Exam Time	Question Paper	Answer Upload
20151	UNISH SOTOKER ADHUNIK BANGLA KAVYA O KOBITA	27-07-2021	12.00 noon- 2.00 pm	Download	20011001018_BNG-201-C_BENGALI_1085_101_27-07-2021.pdf Uploaded At 2021-07-27 15:35:07.411
20152	UNISH SOTOKER BANGLA NATOK	10-08-2021	12.00 noon- 2.00 pm	Coming up	
20153	UNISH SOTOKER BANGLA KOTHA SAHITYO	12-08-2021	12.00 noon- 2.00 pm	Coming up	
20154	BANGLAR SANSKRITI	14-08-2021	12.00 noon- 2.00 pm	Coming up	Upload Answer Sheet From Here
20155	UNISH SATAKAR BANGLA SAHITYOER ARTHO- SAMAZIK- RAJNITIK- DHORMIYO POTOBHUMI	16-08-2021	12.00 noon- 2.00 pm	Coming up	
20156	Value Education and Human Rights	29-07-2021	12.00 noon- 1.00 pm	Download	Choose File No file chosen Submit

Download Question Paper From Here

Step 5 Click on blue 'download'. Green mark (Download) Question Paper is from previous exams which are closed now. Blue mark (Download) Question Paper is exams being currently held. Next, subsequent exams are marked in Red (Coming up).

Step 6 To Upload Answer Sheet. Please log-in to **URL -** https://bkuresults01.com/oas/login/auth

Step 7 Please Enter **"Username" "Password" and "Captcha"** for log-in to the portal.

Step 8 Clicks on the **"Examination"** Section.

Step 9 The questions download & Answer script upload webpage appears on the screen.

Step 10 In the following screen, students need to upload the solved answer sheet in PDF format. Please use the **"Choose File"** as the option to locate the answer sheet and upload the same. Once finished uploading, please click on the Submit button. Then the following message will be shown. Presses ok if you have uploaded the right file otherwise repeat it.

File Uploaded Successfully,Please Check the File whether it is the correct file or not,If not Reupload Again the correct file

OK
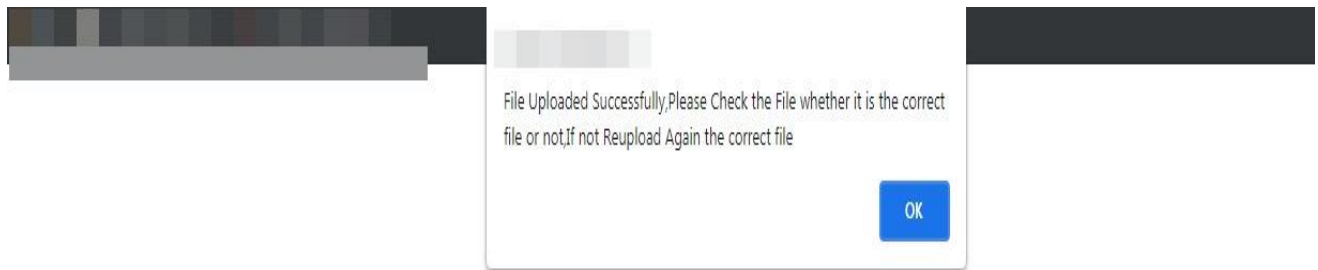
Step 11 After successfully upload the answer script, Kindly visit the uploaded file from the red marked section. Press "click here" to visit the uploaded pdf file. If it is ok then leave it otherwise upload the right answer script by following the previous step.

B. Simple Steps to uploading the answer scripts on portal by Principals, HoDs, TiCs

Step 1 After the logged in as Principals, HoDs, TiCs, kindly click on the **"PG view upload answer sheet"**

Section and upload the student answer script. The next two screens are representing the entire process.

Examination
- ↻ DR Sheet
- ↻ DR Sheet SubjectWise in Excel
- ↻ Question Paper Download
- ↻ PG View/Upload Answer Sheet

Academic
- ↻ Print Enrollment
- ↻ Regular Form Fillup Approval
- ↻ SNC Form Fillup Approval

Internal Marks
- ↻ Faculty Maping for Theory
- ↻ Faculty Maping for Practical
- ↻ Faculty Maping for Internals
- ↻ Internal Marks Entry
- ↻ Internal Marks Approval
- ↻ Internal Marks View

Mark Sheet
- ↻ MarkSheet List
- ↻ TABULATION REGISTER

VIEW/UPLOAD ANSWER SHEET

	2	BNG/202/C	UNISH SOTOKER BANGLA NATOK	10-08-2021	12.00 noon-2.00 pm		
	2	BNG/203/C	UNISH SOTOKER BANGLA KOTHA SAHITYO	12-08-2021	12.00 noon-2.00 pm		
	2	BNG/204/C	BANGLAR SANSKRITI	14-08-2021	12.00 noon-2.00 pm		
	2	BNG/205/C	UNISH SATAKAR BANGLA SAHITYOER ARTHO-SAMAZIK- RAJNITIK- DHORMIYO POTOBHUMI	16-08-2021	12.00 noon-2.00 pm		
	2	206/EF	Value Education and Human Rights	29-07-2021	12.00 noon-1.00 pm	Choose File No file chosen	Update
	2	BNG/201/C	UNISH SOTOKER ADHUNIK BANGLA KAVYA O KOBITA	27-07-2021	12.00 noon-2.00 pm	20011001020_BNG-201-C_BENGALI_1085_101_27-07-2021.pdf	Download

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 . The Secretary of Post Graduate Studies, Bankura University.
5. All Principals/TiCs/OiCs of affiliated colleges of Bankura University, where PG courses are taught.
6. All HoDs/TiCs of departments of Bankura University.
7. The Secretary to the Honorable Vice Chancellor.
8. All affiliated colleges of Bankura University, where PG courses are taught.
9. The System Manager, Bankura University