

NOTIFICATION

Subject: Paper to be used as Answer script, Question Paper download, Format & Submission process of Answer script of PG Semester - III Examination of the A.Y. 2021 - 22

It is hereby notified for information of PG Sem III, students/examinees (both Regular & SNC) in relation to the PG Semester III Examination 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.

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 • No computer typed or printed documents are allowed
- Examinees have to write the answers in their own handwriting
- The following details/information must be written on the top margin of each and every page of answer script by the examinee
- The hand written 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. 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 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
- 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

3] Exam details to be written on answer script

Page No.01<Write present page number> out of <Write last page number based on point 4]>

Name of Examination: Bankura University Postgraduate Semester III Examination of the A. Y. 2021 - 22

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

- 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
- The file name should be as follows: **UID_Course ID**. Where UID, Course ID are present in Admit card

5] Submission/upload of electronic file (Answer script)

- Electronic Answer Script has to be uploaded / submitted **within 2 hours** of the 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 on 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 upload the answer scripts within the examination day of that respective paper

6] Use of Bankura University 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 Script will be accepted for uploading after the aforesaid time without any special issues. Electronic Answer Scripts will only be uploaded by the examinee, HoD / TiC of University department concerned, PG college authority of the examinee
- Question Papers will also be available in the University website as well as to the Principal/HoDs/TiCs of the concerned Colleges and University departments
- All Electronic Answer Scripts can be uploaded by clicking on the **upload** button
- Examinee can log in to the Exam portal account using UID and Password. Exam portal account's Username and Password is also available with HoD / TiC of University department concerned/PG college authority

7] Step by Step procedure for Online Examination

A. Steps to download Question Paper from the examination online portal and to upload the Answer script on the examination online portal by students

Step 1: To download Question Papers log-in to the exam portal using credentials.

Step 2: Clicks on the **Examination** tab

Step 3: The Question Paper download & Answer script upload webpage appears on the screen. 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. *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 4: To Upload Answer Sheet log-in to the exam portal using credentials. Click on the **Examination** tab. Question Paper download & Answer script upload webpage appears on the screen.

Step 5: Students need to upload the hand written answer sheet in PDF format. Click on **Choose File** under **Answer Upload** section by identifying the path of the answer sheet and upload the same. After choosing the file click on the **Submit** button. Then the following message will be shown. Click on **ok** if you have uploaded the right file else redo it.

Step 6: After successfully uploading the answer script check the uploaded file from the red marked section. Press **Click here** to check the uploaded pdf file. If it is the right file then leave it otherwise upload the right answer script by repeating Step 5.

B. Steps to upload the answer scripts on Examination portal by Principals/HoDs/TiCs of affiliated colleges/ University departments

Step 1: Log-in to the exam portal using credentials. Click on the **PG view/upload Answer Script** button

Step 2: To upload an Answer script search the UID No, choose the file from the storage and click on **Update**

Atasi Roy Khaskel

Principal

Sarsuna Law College