

JAMINI ROY COLLEGE

(NAAC Accredited - B)

P.O. - BELIATORE, DIST.- BANKURA (W.B.), PIN - 722203

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Ref. No.

Date **31.07.2021**

From :

*Principal / Teacher Incharge
Jamini Roy College
Beliatore, Bankura*

NOTICE NO - 538

Subject: Related to 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

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
- 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 answer script

- 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

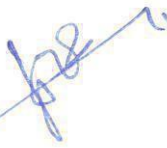
5] Submission of electronic file (answer script)/hard copy

- 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
- 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 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
- **Students are seriously advice to send the answer script directly to the mail id of teachers for their own interest.**

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 and college website 30 minutes before commencement of exam

Note: Email ID of teachers will be provided in the college web site on the day of exam.



Principal
Dr. Pradip Kumar Banerjee
Principal
Jamini Roy College
Sainatore, Bankura (W.B.)