



Some Important Guidelines to Examinees for UG Sem-VI Examination, October 2020

1. All eligible UG SEMESTER-VI students are requested to complete **(a) Payment of Requisite Fees** and **(b) Download of e-Admit Card between 5 PM on 23/09/2020 and 27/09/2020 (EOD)** at the **Unitrack portal** by logging in with their Username and Password. If anyone has forgotten Login and Password, they may collect the same from the colleges, AND/OR, UPDATE their mobile numbers (as already notified) so that they receive their Login and Password in their mobile numbers directly from the university, later on. Any type of issue / problem faced while completing the above activities may be emailed to helplinecoe@bankurauniv.ac.in.
2. All UG SEMESTER-VI examinees are advised to **visit the websites of the Bankura University and our College, regularly.**
3. The examinees should download **the routine / schedule** of the UG SEM VI Examinations 2020 (both Theory and Practical) available in the Notification vide **Ref No.: BKU/CE/398/2020 Date: 16/09/2020.**
4. During the ensuing UG SEM VI Exams October 2020, the downloaded **e-Admit Cards** would serve the following purposes:
 - a) Examinees would get information **about ACTIVITY ID/CODES** of different Papers / Courses, to be used during exams (details to be notified later by the Bankura University).
 - b) Examinees intending to collect **Hard Copy of Question Papers from AND/OR, submit HARD COPY of Answer Scripts** to Examination Facilitation Centres would need to furnish the **e-Admit Cards** along with College Identity Cards.
5. The electronic Question Paper of any exam would be made available **30 minutes** before the commencement of the examination on the day of the examination. All examinees can download the question paper in his/her **Unitrack portal or SMS link or college website or university website.** If examinees fail to download the question paper then they can **go to the Examination Facilitation Centre at any of the affiliated colleges nearest to his/her home.**
6. After getting the Question Paper, the candidates / examinees should **write the answers in plain white A4 size paper (Not both sided)** as available to them at home. Examinee have to write the answer in their own handwriting and within **a maximum of 04 (four) A4 size papers.**
7. **MCQ** type papers will remain MCQ type with question papers having Questions of multiple-choice answers (though no MCQ sheet will be provided to candidates. Candidates will use **plain white A4 size paper** as available to them at home and write their answer **OPTION (A/B/C/D)** against each Question Number.
8. Some Practical Courses / Papers will have question papers (some would be conducted only by viva voce (as referred to in the Notification on Question Pattern of different subjects) with questions on methodology of experiments / practical activities. Candidates will write the answers to the questions in the question paper, if applicable, in plain white A4 size paper as available to them at home. Subsequently,



the Practical Examiner concerned of the college of the candidate will conduct a viva voce using electronic means like telephone or WhatsApp, etc. call, before awarding of marks scored by examinees).

9. The examinees should arrange the 04 pages of answer-scripts numbering as 01/04, 02/04, 03/04 and 04/04.
10. After completing the examination, **the candidates / 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. and **SAVE the FILE in .PDF format**. Care should be taken to ensure that the photograph / scan is **NOT HAZY** and is **LEGIBLE/READABLE**.
11. **The FILE NAME** should be as follows: **COURSE ID_UID**. Thus, for example, if the COURSE ID of the Course/ Paper is 60101 and UID of the candidate / examinee is 17001010101, then the **FILE NAME should be: 60101_17001010101**.
12. The Answer Script of the candidate / Examinee for that particular Course/Paper has to be submitted / sent electronically / uploaded **within 2 hours of end of examination**. The details of uploading of answer script electronically will be notified later by the Bankura University.
13. Students who are unable to upload or submit answer scripts electronically are advised to visit the nearest **Examination Facilitation Centre** (College) to submit a hard copy of the answer script within the stipulated time.
14. Any type of issue / problem faced by the examinees related to UG SEM VI Exams October 2020 should contact the **Examination Facilitation Centre** of our college at Moblie Nos. **9547193234, 9062968392, 9433948297, 9051131517, 9434141571**

Officer-in-Charge

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