



# BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, P.O.: Purandarpur, Dist.: Bankura,

Pin- 722155, West Bengal

**Office of the Controller of Examinations**

Ref. No.: BKU/CE/PG/272/2022

Date. 12.05.2022

## NOTIFICATION

### **Subject: Internal Assessment and Activation of Internal Assessment Marks submission portal for PG – II & IV Semesters Examinations of the A.Y. 2021-22**

As directed, it is notified for information of all concerned that Internal Assessment and corresponding marks submission in the Bankura University exam portal in relation to PG – II & IV semesters examinations of the AY 2021-22 should be completed within **30.05.2022**. The portal has already been activated and will remain live till **30.05.2022**. All the teachers concerned can proceed as follows to submit the Internal Assessment marks.

**Step - 1:** Log in to the Bankura University exam portal using credentials.

**Step - 2:** Click on **Internal Assessment Marks Submission** tab.

**Step - 3:** Select **Semester, Course Type**, and **Subject**. Click on the **Search** tab.

**Step - 4:** The list of the students, who selected this paper, will be displayed in the following table. Submit the Internal Assessment marks for each student by selecting the marks from the drop-down menu and then click on the corresponding **check box**. Clicking on the checkbox is mandatory.

**Step - 5:** Finally click on **Submit**. A message exhibiting the number of students to whom marks have been submitted will be displayed. Click on **OK** to complete the process.

**Step - 6:** After submission of marks the Excel sheet containing the list of students and their corresponding marks may be downloaded by clicking on **Excel** for future reference.

All Principals/TiCs/OiCs of affiliated colleges & HoDs/TiCs of Bankura University are requested to inform the concerned teachers accordingly. They can approve the submitted Internal Assessment marks by proceeding in the following way.

**Step - 1:** Log in to the Bankura University exam portal using credentials.

**Step -2:** Click on the **Internal Marks** menu and select **Internal Marks Approval**.

**Step - 3:** Select **Course, Semester, Course Type**, and **Subject**. Click on the **Search** tab.

**Step - 4:** The list of the students, whose marks have already been uploaded for this paper, will be displayed in the following table. Select the submitted Internal Assessment marks for each student by clicking on the corresponding check box and then approve it by clicking on **Approve** tab. All the submitted Internal Assessment marks for the students of this paper can be selected for approval at a time by clicking the check box corresponding to **All**. Clicking on the checkbox is mandatory.

Sd/-

Dr. Shibaji Panda  
Controller of Examinations

Copy to:

1. The Registrar, Bankura University
2. The Dean, Bankura University
3. The Finance Officer, Bankura University
4. The Inspector of Colleges, Bankura University
5. The Secretary of Post Graduate Studies, Bankura University
6. All Principals/TiCs/OiCs of affiliated colleges of Bankura University, where PG courses are taught
7. All HoDs/TiCs of departments of Bankura University
8. The System Administrator, Bankura University to upload the notice in the University website
9. The Secretary to the Hon'ble Vice Chancellor
10. Guard File