Seth Anandram Jaipuria College

Instruction to Students for the <u>B.Com Part III</u> and <u>Semester VI</u> (Honours and General) Examination, 2020 (as per verbal guidelines from University of Calcutta)

Guideline and Instructions

- Take note that each paper will be of **full marks (i.e. 100 marks/ lesser marks in case of practical based subjects)**.

- The **weightage** of all questions will be **doubled** and **number** of questions to be answered is **reduced** (may contact respective Department for details).

- On the day of examination, the questions will be available in University websites, College website and through emails of respective departments. The websites are as follows-

-     1. http://www.cuug.in

-     2. http://www.cuug20.in

-     3. http://www.culibrary.ac.in

-     4. http://www.sajaipuriacollege.ac.in

-     5. Official e-mail Ids of respective departments

Important Instructions: Forthcoming Examinations

- **Do not answer the question papers received from any sources other than the**
  - **1) above mentioned websites,**
  - **2) Official e-mail ids of the Commerce Dept., and**
  - **3) Google Clasroom provided by the college for this specific purpose**

- Answer scripts by the students are to be submitted as a **single PDF file** within **2:30 pm** on the examination day through (i) **Google Classroom i.e. upload the Answer Scripts, Or** (ii) in the **email Id. provided** by respective departments.

- The scripts are to be **<u>hand written</u>** on one side of plain **A4** papers.

- It should be **numbered** one after another (e.g. 1/12, 2/12, 3/12 .... if your answer script contains 12 pages)

- Candidate must write **CU Roll number** and **Registration Number** <mark>**on the top of every page.**</mark>

- **File name of the pdf to be :**

  C U ROLL NUMBER _C U REGISTRATION NUMBER

  Viz. XXX224-XX-XXXX_224-XXXX-XXXX-XX

- **NAME & COLLEGE ROLL must not be disclosed anywhere. Any sort of canvasing may lead to cancellation of the Answerscrpit.**

- Please check the PDF file properly, whether page numbers are arranged in <mark>order and legible</mark>, before submission.

- In the present Covid19 pandemic situation (as per Government health guideline) students are encouraged to **submit Answer scripts (the pdf file) preferably online, by uploading in the Google Class Room.**

- Under special circumstances they may submit answer scripts **(the pdf file)** through Mail of the concerned department.

- Due to some un-avoidable circumstance, if any, for **offline submission** students will have to contact college authority**, and submit answer script within stipulated time i.e. within 2.30 pm**

- <mark>For **Practical/Project Examination**, please contact the **Respective Departments**.</mark>

- Helpline numbers are **only** on examination days between <mark>11 am to 5 pm</mark>: **9800022058, 629051688**.

- Problem related to examinations, technical issue etc. if arises, send mail to the respective department

Official e-mail - <mark>**Commerce Departments**</mark>

<mark>Morning Shift</mark> – commerce**.**morning@sajapuriacollege.ac.in
<mark>Day Shift</mark> - commerce**.**day@sajapuriacollege.ac.in
<mark>Evening</mark> – commerce**.**evening@sajaipuriacollege.ac.in