

Sir Gurudas Mahavidyalaya, Kolkata – 700067
Department of Commerce
Instructions to the students for Odd Semesters
Examinations in January - 2022

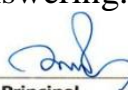
- (A) Internal Exam Schedule all other related exam notice are available on College Website at below link:

<http://www.sirgurudasmahavidyalaya.com/2020/11/03/university-exam-schedule/>

Or <http://www.sirgurudasmahavidyalaya.com>

- (B) Question papers will be available in **DEPARTMENTAL WHATS APP STUDENTS' GROUP 30 Minutes before the exam starts.**
- (C) Use A4 plain white paper for answering questions.
- (D) Use blue / black ink ball pen for writing.
- (E) Write on one side only of the page.
- (F) Write on front page the following also:
- (a) Page Number,
 - (b) Student Name,
 - (c) Class Name,
 - (d) Subject Name,
 - (e) Subject Code,
 - (f) CU Roll Number,
 - (g) CU Registration Number,
 - (h) Date of examination,
 - (i) Time of Examination.
- (G) Write on every next page (i. e. answering page) the following:
- (a) Page Number,
 - (b) Student Name,
 - (c) Subject Name,
 - (d) Subject Code,
 - (e) CU Roll Number,
 - (f) CU Registration Number, and so on
- (H) Write answer within time limit given on question paper,
- (I) Scan all pages successively starting from front page,
- (J) Make a pdf file with all scanned pages with proper file name containing Subject Code and CU Roll Number (omitting first 6 digits) as for example: GE3.1CHG-12-0045.
- (K) Then, send the pdf file containing the answer script writing the student name, subject name, Subject Code and CU Roll Number in place of mail 'SUBJECT' through the specified Email ID within 15 minutes after completion of answering.

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Principal
Sir Gurudas Mahavidyalaya
Kolkata-700067