

Department of Commerce

Instructions to the students for 1st Semester Examination - 2021

- (1) Download question paper from any link available in the college website 15 minutes before:
<http://www.sirgurudasmahavidyalaya.com>
- (2) Use A4 plain white paper for answering questions.
- (3) Use blue / black ink ball pen for writing.
- (4) Write on one side only of the page.
- (5) Write on the front page (i. e. first page):
 - (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.
- (6) 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,
- (7) Complete answering within the time limit given on question paper and write 'END' at the end of the last page.
- (8) Scan all pages successively starting from front page,
- (9) 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: GE1.1CHG-12-0045.
- (10) 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 Mail ID within 30 minutes after completion of answering.