

DEPARTMENT OF COMMERCE

INSTRUCTIONS TO CANDIDATES FOR INTERNAL EVALUATION EXAMINATION

2020 (B. Com. Part I/Part II/Sem I/Sem II/Sem III/Sem IV/Sem V)

Please go through the undernoted instructions carefully and strictly follow them:

- 1) Download the question paper from the college website on the appropriate day and at the appropriate time (as mentioned in the examination schedule).
- 2) Write the answers in A4 papers (pages must be serially numbered and arranged).
- 3) The title page/front page/first page of the answer script shall contain the following:
 - i) CU Registration No.:
 - ii) CU Roll No. for the appropriate examination:
 - iii) Examination: (Part I/Part II/Sem I/Sem II/Sem III/Sem IV/Sem V)
 - iv) Subject:
 - v) Paper code:
 - vi) Date of the examination:
 - vii) Starting time of the examination:
- 4) For MCQ papers, write the correct alternative against the proper question no. in a separate A4 sheet after the title page. (like: Q 1: A; Q2: D; Q 3: B and so on)
- 5) Scan the answer scripts (after arranging them serially according to page nos. and including the title page at the beginning) into a single pdf file only. While saving the file, the name of the file will be the Roll No. of the candidate only (e.g. 1513-31-0001 or 181513-11-0001). The pdf file name must not contain any dot (.) sign.
- 6) The pdf file is to be sent to the e-mail i.d. mentioned in the respective question paper only.
 - *** Do not send it to any other e-mail i.d.
 - *** Do not try to upload it to the college website.
- 7) Take utmost care and time while sending the pdf file to the mentioned e-mail. Do not panic and hurry. Files must strictly be e-mailed on the day of respective examination only.

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