



# SHRI SHIKSHAYATAN COLLEGE

## INSTRUCTIONS FOR B COM SEMESTER 1/3/5 EXAMINATIONS TO BE HELD DURING 12TH – 26TH MARCH, 2021

- Students will appear for the examinations from their place of residence. The examination will be conducted in an online mode. The schedule of examinations is to be checked by the students from the official website of the University of Calcutta.
- Students must carefully note the date, time and duration of the examination of their respective papers of Honours/General/AECC subjects from the schedule, as mentioned above.
- The question paper for the relevant examination will be sent to the registered email ids of the students 15 minutes prior to the examination starting time. The question paper will also be uploaded on the College website.
- The answers have to be written in white A4 size sheets. Students will write only on one side of each sheet, clearly maintaining margins on top and left hand side of each sheet.
- Students should not write their name anywhere on the answer sheets.
- To be written **on the top margin of each page**.
  - CU Roll number,
  - Registration number,
  - BCOM Semester 1/3/5 [whichever is applicable],
  - Subject code [for example- CC1.1CH, CC1.2CHG, CC3.2CH etc],
  - Date of examination and
  - Serial number of the answer sheet
- Students are to make a cover page with the following information to be written clearly on it for each examination:
  1. B COM Semester 1/3/5 Examination
  2. CU Roll number
  3. CU Registration number
  4. Subject Code
  5. Date of examination
  6. Time [duration] of examination
  7. Number of answer sheets used
- After the completion of the writing time [1hr/ 2hrs/ 3hrs as mentioned in the examination schedule] the cover page and the answer sheets must be properly scanned and saved **in a single PDF** format [choose original colour and check each page carefully after scanning].
- Students **must be very alert and careful while writing** the pdf name, which should be as follows:  
Sem1/3/5\_CURoll number\_Subject Code  
For example:  
FOR SEM 1 HONS STUDENT: SEM1\_201034-11-0020\_CC1.1CH  
FOR SEM 3 HONS STUDENT: SEM3\_191034-11-0011\_ CC3.1CH  
FOR SEM 5 HONS STUDENT: SEM5\_181034-11-0001\_CC5.1CH
- **The PDF ANSWER SCRIPT MUST BE uploaded to a Google Form, link for which will be shared by the Department by email before the end of the exam. Students must complete uploading the PDFs within 15 minutes after completion of examination writing time.** For each Subject Paper, a different Google Form link will be shared for uploading the PDFs. Link will be different for students of B. Com (Morning Section) and B. Com (Evening Section).



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## NOTICE

**FOR SEC 3.1 CHG MODULE II Information Technology and its Application in Business (Practical)  
Examination (40 Marks)**

Exam for SEC 3.1 CHG MODULE II Information Technology and its Application in Business (Practical) will be conducted on 23/03/2021, Tuesday from 11AM to 12 Noon.

A Google Form the Paper will be shared containing MCQs. Students will have to follow the instructions given in the Form. The link for the Google form will be shared with students by email. Link will be different for students of B.Com (Morning Section) and B.Com (Evening Section).

The paper can be attempted only once and the response to the form cannot be edited once submitted.

The form will be shared at 11 AM. All students must finish attempting all questions by 12 Noon. Students cannot attempt later if they miss this exam.