Sarsuna College

NOTICE FOR B.COM. PART-III & SEM-VI STUDENTS REGARDING FINAL EXAMINATIONS

24.09.2020

A. RECEIVING QUESTIONS

Download question papers from the **college website** 5 minutes before the commencement of the examination.

B. ANSWER SCRIPT

1. **For answering use A4 size paper. If it is not possible use any plane paper.**
2. **Answers must be written in black ink**
3. **Students must write their answer on one side of the page**
4. **On the Front Page (1st Page) students must write their**
   - Course: Honours in Accounting/Marketing/General
   - University Registration Number
   - University Roll number (SEM VI students should write their SEM-IV or SEM-V Roll No.)
   - Subject, Paper, Group/Unit name
   - Date

   N.B: Do not write Answer in 1st page. Answer should begin from 2nd page

5. **On each page students must write**

   - University Registration Number

   - University Roll number

   - Page number

   - Date

C. SUBMISSION OF ANSWER SCRIPT

Answer script must be submitted in either of the following two ways:

1. Answer script (Physical copy in original) may be submitted in college premises within 2.30 p.m. on the date of examination following the COVID protocol.

2. Soft copy of the answer script (**Single pdf file** of the image of answer script) may be submitted / sent to the **respective e-mail id** within 2.30 p.m. on the date of examination.

Except single pdf file, jpeg or any other version/format of the soft copy of answer script will not be accepted.

D. CREATING A SOFT COPY OF THE ANSWER SCRIPT

1. You may install a suitable application to Scan and create PDF of the answer script.
2. Scan each page one-by-one and create a single PDF file for the entire answer script. File size should preferably be less than 25MB.
3. Answer script file name should be of the following style: **DD_REGISTRATION NO.pdf**

   DD = Only date not the month and year. If the date of examination is 05-10-2020, then DD=05

   REGISTRATION NO = Your CU Registration No [i.e. xxx-xxxx-xxxx-17]

   Example: If your date of examination is 05-10-2020 and Your CU Registration No. is 112-1111-0475-17 then your Answer Script file Name will be

   File Name = 05_112-1111-0475-17.pdf

Note: Each student is allowed to upload the answer script in one PDF file.

D. ANSWER SCRIPT SUBMISSION e-mail id

1. **For B. Com Semester VI:**
   (a) **For Honours in Accounting and Finance:**   sarsuna.com.6A@gmail.com
   (b) **For Honours in Marketing:**   sarsuna.com.6m@gmail.com
2. **For B.Com General:**   sarsuna.com.6g@gmail.com
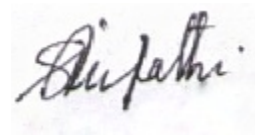3. **For B. Com Part III:**
   (a) **For Honours candidates:**   sarsuna.com.3rdyear@gmail.com
   (b) **For General candidates:**   sarsuna.com.3rdyeargeneral@gmail.com

*** After sending/submitting the answer script, check your sent mail to confirm whether the answer script pdf file has been attached or not.

N.B: ALL B. COM. STUDENTS ARE ALSO ADVISED TO FOLLOW THE RELEVANT NOTICES GIVEN IN THE COLLEGE WEBSITE.

Principal

Sarsuna College