

M.Com-II Instructions for August 2020 Exam

Students must strictly adhere to the following instructions while answering the Semester-End Examination in online mode in August 2020

1. Use ruled paper with 1 inch margin on all 4 sides.
2. Write the following at the top of the first page

VVM's Shree Damodar College of Commerce & Economics, Margao-Goa

M.Com Semester-III/IV, Semester End Examination August 2020

Subject Title (with code)

Date: _____

Roll No. _____

3. Write the following on every page of the answer script
 - Roll. No. in the top right hand corner
 - Page No. in the bottom right hand corner. Page No. is to be written as Page x of y (For e.g. If the answer script has 3 pages, Page 1 is numbered as Page 1 of 3, Page 2 is to be numbered Page 2 of 3, and Page 3 is to be numbered Page 3 of 3)
 - Subject (top center)
4. The answer script should be handwritten and not printed.
5. Students should use blue or black ball point pen (not gel / fountain pen)
6. Scanned/Photographed Image should be clear & legible
- 7. The image of the answer script should be saved as follows**

Subject Code-Semester-Program-Roll. No

See the Table below for an example

| Subject Code | Sem-ester | Program | Roll No. | Image to be saved and mailed as |
|--------------|-----------|---------|----------|---------------------------------|
| COO311 | IV | M.Com | 1862 | COO311-IV-M.Com-1862 |

8. Students should upload the answer sheet soon after **12.15 pm** after completion.
9. Students may upload/mail the answer script only once; students are therefore advised to check thoroughly before uploading/sending the mail. If a student sends the answer script multiple times, only the mail received first will be considered.
10. The Answer script should be emailed from the student's registered e-mail ID to mcom@vvm.edu.in
11. Any paper script received after **2 pm** will not be assessed.
12. Timely receipt of answer script will be proof of attendance at the exam. Thus if an answer script is received after 2 pm, the student will be treated as being Absent for the examination
13. Every Answer script will be checked for plagiarism & marks will be deducted if plagiarism is detected.
14. Students may please note that the extra time given (4 hours for a 2 hour exam) is to make allowance for poor connectivity, etc. Students should mail the answer script at the earliest and not leave it too late.

Dr. Prita D. Mallya
Professor & Principal