# TY B.Com/BCA/BBA(FS) 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 1inch 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**
**TY B.Com/BCA/BBA(FS), Semester-V/VI, 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-Div-Roll. No**

   The Table below carries examples for each programme

| Subject Code | Sem-ester | Program | Div | Roll No. | Image to be saved and mailed as |
|---|---|---|---|---|---|
| COC112 | VI | B.Com | C | 17098 | COC112-VI-B.Com-C-17098 |
| BFSDSEC5 | VI | BBA(FS) | A | 17994 | BFSDSEC5-VI-BBA(FS)-A-17994 |
| BCA601 | VI | BCA | - | 17885 | BCA601-VI-BCA-17885 |

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 the correct e-mail ID, as shown below

| Class | Division | E-mail ID to which students should mail their answer scripts |
|---|---|---|
| TY B.Com | A | bcom_div_a@vvm.edu.in |
| TY B.Com | B | bcom_div_b@vvm.edu.in |
| TY B.Com | C | bcom_div_c@vvm.edu.in |
| TY BBA(FS) | A | bba_div_a@vvm.edu.in |
| TY BBA(FS) | B | bba_div_b@vvm.edu.in |
| TY BCA | - | bca_div_a@vvm.edu.in |

11. Any answer 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, to avoid being marked Absent on account of connectivity issues.

Dr. Prita D. Mallya
Professor & Principal