B.Com (OC-45) Instructions for Supplementary Examination October 2020

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

   B.Com(OC-45), Semester-I/II/III/IV, Supplementary Examination October 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**

   Date-Semester-Program-Seat. No

   Please see the Table below for an example

Date	Sem-ester	Program	Div	Seat/Roll No.	Image to be saved and mailed as
03/08/2020	II/III/IV	B.Com (OC-45)	-	381	03082020-I/II/III/IV-B.Com(OC-45)-381

8. Students should upload the answer sheet soon after completion.
   Morning Session by 11.30am
   Afternoon Session by 3.00pm

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 following e-mail ID: bcom_oc45@vvm.edu.in

11. Any paper script received after the **time period** 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 the **time period**, 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 (3 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