Students must strictly adhere to the following instructions while answering the Supplementary Examination in online mode in December 2020

1. Use ruled paper with 1inch margin on all 4 sides.

2. Write the following at the top of the first page

<div align="center">

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

B.Com/BCA/B.Voc(ST)(CBCS), Semester-I/II/III/IV, Supplementary Examination December 2020

Subject Title (with code)

</div>

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	Semester	Program	Div	Seat/RollNo.	Image to be saved and mailed as
07/12/2020	I/II/III/IV	B.Com/BCA/B.Voc(ST)(CBCS)	-	381	07122020-I/II/III/IV-B.Com/BCA(CBCS)-381

8. Students should upload the answer sheet soon after completion.
   Morning Session by 2.00pm
   Afternoon Session by 5.30pm

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

    B.COM: bcom_oc66@vvm.edu.in

    BCA/B.VOC(ST): bca_div_a@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 and Principal