

FY/SY/TY BBA(FS) Instructions for Semester End Examination July 2021

Students must strictly adhere to the following instructions while answering the Semester End Examination in online mode in July 2021.

1. Use ruled paper with 1-inch margin on all 4 sides. Draw proper margins on all the sides so that while taking picture or scanning your document no part of your answer is missed out.
2. Write the following at the top of the first page

**VVM's Shree Damodar College of Commerce & Economics, Margao-Goa
FY/SY/TY BBA(FS), Semester-I/II/III/IV/V/VI, Semester End Examination July 2021**

Subject Title (with code)

Date: _____

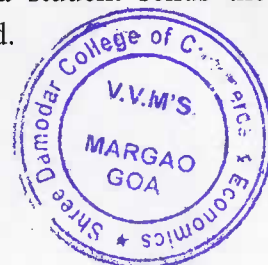
Roll No. _____

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/typed.
5. Students should use blue or black ball point pen (not gel / fountain pen)
6. Scanned/Photographed Image should be clear & legible
7. **The scanned copies of the answer script should be saved in PDF format as follows Seat/Roll.No-Date-Semester Program-Div**

Please see the Table below for an example

| Seat/ RollNo. | Date | Sem- ester | Program | Div | PDF should be saved and mailed as as |
|------------------|------------|----------------------|---------------------|-----|---|
| 20001 | 09/07/2021 | I/II/III/I V/V/VI | FY/SY/TY BBA(FS) | A | 20001-09072021-II/IV/V/VI-FY/SY/TY BBA(FS)-A |

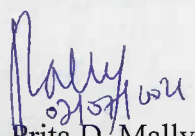
8. Students should upload the answer sheet soon after completion
 - **Morning Session by 1.00 pm. Exam timing is 10.00 am to 12.00 pm (1 extra hour for uploading of your answer script)**
 - **Afternoon Session by 5.00 pm. Exam timing is 2.00 to 4.00pm (1 extra hour for uploading of your answer script)**
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 |
|------------|----------|--|
| FY BBA(FS) | A | fybba_div_a@vvm.edu.in |
| FY BBA(FS) | B | fybba_div_b@vvm.edu.in |
| SY BBA(FS) | A | sybba_div_a@vvm.edu.in |
| SY BBA(FS) | B | sybba_div_b@vvm.edu.in |
| TY BBA(FS) | A | bba_div_a@vvm.edu.in |
| TY BBA(FS) | B | bba_div_b@vvm.edu.in |
| Repeat | | bba_repeat@vvm.edu.in |

11. Any paper script received after **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 **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.


Prof. Prita D. Mallya
Professor and Principal

