

FY/SY BBA(FS) Instructions for Semester End Examination January 2022

1) Instructions regarding Trial Mail

A trial mail will be sent on your registered college email id for verification of your email id for sending question paper and receiving answer script for the conduct of examination.

Students should reply to this email for confirmation. If any student is not able to get access of the same or has forgotten the login or password, they may please write a mail to helpdesk.sdccce@vvm.edu.in

Once you get the access please reply to the trial mail and confirm. If any student has not received the trial mail please contact college office for the details.

2) Instructions regarding receipt of Question papers

Students will receive question papers on the registered email-id

Morning Session at 9.30 am (30 minutes before the start of the exam).

Afternoon Session at 1.00 pm (30 minutes before the start of the exam).

3) Instructions regarding answering the exam:

Students must strictly adhere to the following instructions while answering the Semester End Examination in online mode in January 2022

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. Use proper ruled paper for answering your exam as it is to be submitted as mentioned in point number 15.
2. Write the following at the top of the first page

VVM's Shree Damodar College of Commerce & Economics, Margao-Goa
FY/SY BBA(FS), Semester-I/II/III/IV, Semester End Examination January 2022
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 in PDF as follows Date-Semester-Program-Seat. No**

Please see the Table below for an example

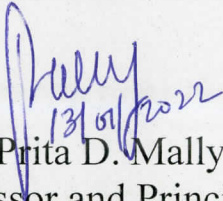
Date	Sem-ester	Program	Div	Seat/ RollNo.	Image to be saved and mailed as
14/01/2022	I/II/III/IV	FY/SY BBA(FS)	A	21901	14012022-I/II/III/IV- BBA(FS))-21901

8. Students should upload the answer sheet soon after completion
Morning Session by 12.30 pm
Afternoon Session by 4.00 pm
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
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 (**30 minutes**) is to make allowance for poor connectivity, etc. Students should mail the answer script at the earliest and not leave it too late.
15. The handwritten answer script is to be submitted to the College on the day and date at the Multipurpose Hall as per the paper collection schedule displayed on College Website.


13/01/2022

Prof. Prita D. Mallya
Professor and Principal

VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
BBA(FS)
SEA EXAMINATION JANUARY 2022
PAPER COLLECTION SCHEDULE

• **FIRST YEAR BBA(FINANCIAL SERVICES) REGULAR AND REPEAT**

DATE	REGULAR/REPEAT	COURSES	SUBMISSION TIME
20 th January 2022	Regular papers	Fundamentals of Accounting, Fundamentals of Management, Micro Economics	8:30 to 10 am OR 12 noon to 1:30 pm
	Repeat papers (Semester-I)	Fundamentals of Accounting, Essentials of Management-I, Fundamentals of Management, Micro Economics	
31 st January 2022	Regular papers	Communication Skills, Indian Financial System, Environmental Studies-I, Quantitative Skills	
	Repeat Papers (Semester-I)	Communication Skills, Indian Financial System, Environmental Studies-I, Fundamentals of Computer applications, Quantitative Skills	
3 rd February 2022	Repeat Papers (Semester-II)	Cyber Security, Macro Economics, Cost Accounting, Banking in India, Essentials of Management, Essentials of Management-II	
5 th February 2022	Repeat Papers (Semester-II)	Business communication, Fundamentals of Insurance, Research Methodology, Environmental Studies, Environmental Studies-II, Data Analysis and Quantitative Skills	

• SECOND YEAR BBA(FINANCIAL SERVICES) REGULAR AND REPEAT

DATE	REGULAR/REPEAT	COURSES	SUBMISSION TIME
21 st January 2022	Regular papers	Principal and Practices of Insurance, Financial Management, Fee and Fund Based Financial Services,	8:30 to 10 am OR 12 noon to 1:30 pm
	Repeat Papers (Semester-III)	Principles and Practices of Insurance, NCFM Insurance Module/NCFM Insurance, Financial Management, Financial Services-I, Fund Based Financial Services	
	Repeat Papers (Semester IV)	Financial Statement Analysis, Research Methodology, Cost and Management Accounting, Fee Based Financial Services, Financial Services-II	
29 th January 2022	Regular papers	Strategic Management, Indian Securities Market, Direct Taxes,	
	Repeat Papers (Semester-III)	Strategic Management, Indian Securities Market, Law and Practices of Banking in India	
	Repeat Papers (Semester IV)	Corporate Restructuring, Stock Market Operations, Direct Taxes	
1 st February 2021	Repeat Papers (Semester-III)	Organisation Behaviour	