

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 at 8.00 am (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 BCA/B.Voc(ST), Semester-I/III/, 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 as in one 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/III	FY/SY BCA/B.Voc(ST)	A	21801	14012022-I/III- BCA/B.Voc(ST)-21801

8. Students should upload the answer sheet soon after completion by 11.00 am. **Exam timing is 8.30 to 10.30 (extra 30 minutes 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

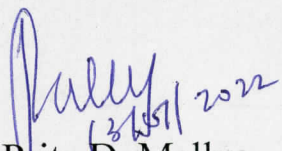
Class	Division	E-mail ID to which students should mail their answer scripts
FY BCA	A	fybca_div_a@vvm.edu.in
FY BCA	B	fybca_div_b@vvm.edu.in
FY B.Voc(ST)		fybvoc@vvm.edu.in
SY B.Voc(ST)		sybvoc@vvm.edu.in
SY BCA	A	sybca_div_a@vvm.edu.in
SY BCA	B	sybca_div_b@vvm.edu.in

11. Any paper script received after **11.00 am** 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 **11.00 am**, 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 are to be submitted to the College on the day and date at the Multipurpose Hall as mentioned below for submission

Class	Submission of	Day & Date of submission	Time
FY BCA	Exam held on (14/1/22 & 17/1/22)	Tuesday, 18/1/2022	10.30 am to 12.00 pm
FY BCA	Exam held on (19/1/22, 21/1/22 & 24/1/22)	Tuesday, 25/1/2022	10.30 am to 12.00 pm
SY BCA	Exam held on (15/1/22, & 18/1/22)	Wednesday, 19/1/2022	10.30 am to 12.00 pm
SY BCA	Exam held on (20/1/22, 22/1/22, & 25/1/22)	Thursday, 27/1/2022	10.30 am to 12.00 pm
FY B.Voc.(ST)	All papers	Saturday, 22/01/22	10.30 am to 12.00 pm
SY B.Voc.(ST)	All papers	Friday, 21/01/22	10.30 am to 12.00 pm


Prof. Prita D. Mallya
Professor and Principal