



## **Sarsuna College**

### **NOTICE**

**24.02.2021**

### **INSTRUCTIONS FOR THE STUDENTS APPEARING IN THE B.COM. ODD SEMESTER INTERNAL EXAMINATIONS, 2020**

1. All the B.Com (Honours & General) Odd Semester Internal Examinations, 2020 (i.e., Sem - I, III & V) will be held on 03.03.2021 from 12.00 noon to 1.00 p.m.
2. The examinations and submission of answer scripts will be fully online mode. There will not be any offline provisions.
3. Students will get the question papers of the relevant subjects from the College Website, 15 minutes before the commencement of the examinations, as per the schedule. Use only one side of full-scape/A4 size white papers and black ball pen for answering.
4. Write your name, college name, class, University Registration no., University Roll no., phone no., subject and paper on the top of the front page. Give serial no of the additional pages with your registration no. and roll no.
5. Send the scanned copy of your answer scripts of all the subjects separately in PDF format (i.e., a single PDF file for each subject) to the respective email IDs as mentioned in your question papers within 2.00 p.m. on 03.03.2021.
6. Open your sent mail box and check whether the answer script PDF file has been attached or not. Then open the answer script PDF file and check that whether it is opening or not.
7. If you find that your answer script PDF file has not been attached or it is not opening, then repeat the steps 5 and 6 as mentioned above till step 6 is successful.
8. If you do not receive the acknowledgement (like O.K. or Received etc.) of receipt of your answer script in your e-mail inbox, forward (Do not send afresh) the answer script from your sent mail to the respective e-mail id.

**Principal  
Sarsuna College**