

**Surendranath College**

**INSTRUCTION FOR STUDENTS FOR B. COM. Part I and Part II, 2020 (RELATING TO QUESTION PAPER DOWNLOAD AND SUBMISSION OF ANSWER SCRIPTS)**

**1. Download Question Papers from either:**

<http://www.surendranathcollege.org> OR <http://www.sncexam.in>

You should be ready to login 15 minutes before the commencement of the exam i.e from 11.45 am.

**2. Front page of each answer script should contain :**

**a. Name of the Examination: B. Com. Part I or Part II Examination, 2020;**

**b. C.U. Roll Number:**

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**(same as previous semester)**

**c. CU Registration number:**

1	1	*	-	1	*	*	*	-	*	*	*	*	-	1	*
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**d. Subject: All Papers**

**3. Scanned copy of each answer sheet should be sent in PDF format only (Not in MS Word or other format) in a single PDF file (Not in individual single PDF page) [take help of Scanner app or website] with proper file name** containing roll number and subject e.g.: For student with Roll number 1115-11-0015 and appearing for **all Papers or any one or more papers of B. Com. Part I**, should write the file name as: **1115-11-0015-P1**. Again For student with Roll number 1115-25-0217 and for student with Roll number 1115-35-0217 appearing for **all Paper or any one or more papers B. Com. Part II**, should write the file name as: **1115-35-0217-P2**. Normal attachment of PDF file to the e-mail will be considered, **no link** (Google Link, etc.) will be considered and if any student do so he or she will be considered a no submission of answer script. Students are advised to practice the process of scanning of an answer paper containing 4 or 5 pages, cropping the answer sheet to avoid the unwanted portion of the scan image there after converting the image into a PDF file containing number of pages serially to make a file and rename the file according to the above instructions and sending the file as a normal attachment to the designated e-mail, using a scanner app or website that convert image into series of pages PDF file.

**4. Programme schedule of B. Com. Part I AND Part II Internal Assessment, 2020**

**B. Com. Part I** (both Honours and General) Examination on **04.12.2020**

**B. Com. Part II** (both Honours and General) Examination on **03.12.2020**

All examinations will start from 12.00 noon of the examination day.

**5. Students of B. Com. Part I and/or Part II appearing for one or more papers previously failed should appear in the corresponding paper only not in all and date will be same as above schedule and time will be proportionate to the subject or subjects appearing. (i.e.; 30 minutes for each paper or subject).**

**6. Every scanned copy of answer scripts (in a single PDF file) uploaded should contain the roll number of the candidate at the middle top (in the format mentioned above) of the page and the serial number of the page in the right hand upper corner clearly visible in every page.** The file should contain the pages serially like Page 1, Page 2, Page 3, ..... If pages are not in serial the examiner will take appropriate steps.

**7. The mail containing the answer script should bear the Roll number and subject code (as per Point 3 above), name of the student & Full subject name or Code, in the SUBJECT of the e-mail, send all e-mails from your own (single) e-mail.**

**8. The mail containing the answer script should be uploaded to the below mentioned e-mails within 30 minutes of completion of the examination, the department has to**

submit the attendance of the students within a stipulated time period to the college and thereafter to the university. Submission after 30 minutes will be penalised 5 marks for each subject from total marks obtained and the same will continue for each 30 minutes interval. However no submission will be considered after 4.00 p.m. of the examination day. Submission after stipulated time will not be considered for evaluation and will be considered as **absent** for that examination.

9. Every student should submit only **one** e-mail on the examination day, which to after completion of the examination, if any student files more than one e-mail the **first** one will be considered as valid and will be **penalized** 5 marks for each additional submission.

10. **Everyone is requested to submit the scripts in online mode to the designated e-mail (Gmail) account listed below.**

	Subject	Mail ID	Date
<b>B. Com. Part I (both Honours and General)</b>	<b>All</b>	<b>snc.bcom.ia.p1@gmail.com</b>	<b>04.12.20</b>
<b>B. Com. Part II (both Honours and General)</b>	<b>All</b>	<b>snc.bcom.ia.p2@gmail.com</b>	<b>03.12.20</b>

Time allowed for each paper is **45** minutes, if a student appearing for 2 subjects of Part I or II total time for his or her examination will be 90 minutes, i.e., from **12.00 to 13.30** p.m.. Similarly if a student of Part II (General) appearing for all the 6 subjects total time for his or her examination will be **270** minutes, i.e., from **12.00 to 16.30 p.m.** Again if a student of Part II (Honours) appearing for all the 6 subjects total time for his or her examination will be **300** minutes, i.e., from **12.00 to 17.00** p.m.

Follow each and every alphabet and numeric number very carefully before sending the mail otherwise the mail will not reach to the examiner for evaluation and consequently your result will show absent. Also check the 'Sent' or 'Outbox' of the e-mail after sending the mail and also the 'Inbox' to verify whether the mail have been properly sent or not, it not send again accordingly. Check your e-mail regularly for any further communication from Dept. of Commerce.

If any student fails to obey any of the above points during the Internal Assessment, he or she will be considered as **ABSENT** and no further communication or reference will be entertained.