

Surendranath College

INSTRUCTION FOR STUDENTS FOR B. COM. (HONS. & GENERAL) SEMESTER I, III AND V EXAMINATION, 2020 (RELATING TO QUESTION PAPER DOWNLOAD AND SUBMISSION OF ANSWER SCRIPTS)

1. Download Question Papers from either:

surendranathcollege.org OR <http://www.sncexam.in> or from university portals.

You should be ready to login 15 minutes before the commencement of the examination.

2. Front page of each answer script should contain :

a. Name of the Examination: B. Com. Semester I or III or V Examination, 2020;

b. C.U. Roll Number:

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c. C.U. Registration number:

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d. Subject: As per Question Paper.

e. Subject Code: As per Question Paper.

f. Date and Time of Examination: As per Theoretical programme of the concern examination.

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 201115-11-0015 and appearing for **Microeconomics (GE 1.1 Chg – Module I), should write the file name as: **201115-11-0015-microeco**. Again For student with Roll number 191115-22-0217 and appearing for **Information Technology and its application in Business** (SEE 3.1 Chg – Module I), should write the file name as: **191115-22-0217-it**. Normal attachment of single 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.**

Programme schedule of B. Com. Semester I, III AND V Examination, 2020

Department of Commerce or Commerce Stream				
Name of Examination	Subject Code	Subject Name and Email for submission of answer sheet after completion of the examination.	Marks	Date of Exam. Time
B. Com. Semester V (Honours & General)	CC5.1Ch (for Hons.) and CC5.1Cg (for Gen.)	Auditing and Assurance [Non-MCQ] snc.bcom.sem5h.aud@gmail.com (for Hons.) snc.bcom.sem5g.aud@gmail.com (for Gen.)	80	12.03.2021 (10.00 a.m. to 1.00 p.m.)
	CC5.2Ch (for Hons.) and DSE5.1A (for Gen.)	Taxation II [Non-MCQ] snc.bcom.sem5h.tax2@gmail.com (for Hons.) snc.bcom.sem5g.tax2@gmail.com (for Gen.)	80	13.03.2021 (10.00 a.m. to 1.00 p.m.)
	DSE5.1A [Module – I] (for Hons.)	Macroeconomics [Non-MCQ] snc.bcom.sem5.maceco@gmail.com (for Hons.)	40	14.03.2021 (10.00 a.m. to 12.00 noon)
	DSE5.1A [Module – II] (for Hons.)	Advance Business Mathematics [Non-MCQ] snc.bcom.sem5.math@gmail.com (for Hons.)	40	15.03.2021 (10.00 a.m. to 12.00 noon)
	DSE5.2A (Both for Hons. and General)	Corporate Accounting [Non-MCQ] snc.bcom.sem5h.ca@gmail.com (for Hons.) snc.bcom.sem5g.ca@gmail.com (for Gen.)	80	16.03.2021 (10.00 a.m. to 1.00 p.m.)
B. Com. Semester III (Hons. & General)	SEC3.1Chg [Module – I] (Both for Hons. and General)	Information Technology & its application in Business snc.bcom.sem3.itech@gmail.com (Both for Hons. & Gen.) [MCQ]	40	12.03.2021 (2.00 p.m. to 3.00 p.m.)
	GE3.1Chg (Both for Hons. and General)	Business Mathematics & Statistics snc.bcom.sem3.ms@gmail.com (Both for Hons. & Gen.) [MCQ]	80	13.03.2021 (2.00 p.m. to 4.00 p.m.)
	CC3.1Ch (for Hons. and CC3.1Cg (for Gen.))	Financial Accounting – II [Non-MCQ] snc.bcom.sem3hons.fa2@gmail.com (for Hons.) snc.bcom.sem3gen.fa2@gmail.com (for Hons.)	80	13.03.2021 (2.00 p.m. to 5.00 p.m.)

	CC3.2Ch (Only for Hons.)	Indian Financial System [Non-MCQ] snc.bcom.sem3h.ifs@gmail.com (for Hons.)	80	15.03.2021 (2.00 p.m. to 5.00 p.m.)
B. Com. Semester I (Honours & General)	GE1.1Chg [Module – I] (Both for Hons. and General)	Microeconomics snc.bcom.sem1.microeco@gmail.com (Both for Hons. & Gen.) [MCQ]	40	17.03.2021 (2.00 p.m. to 3.00 p.m.)
	GE1.1Chg [Module – II] (Both for Hons. and General)	Statistics snc.bcom.sem1.stat@gmail.com (Both for Hons. & Gen.) [MCQ]	40	17.03.2021 (4.00 p.m. to 5.00 p.m.)
	CC1.1Chg (Both for Hons. and General)	Business Law snc.bcom.sem1.bl@gmail.com (Both for Hons. & Gen.) [MCQ]	80	18.03.2021 (2.00 p.m. to 4.00 p.m.)
	CC1.2Chg (Both for Hons. and General)	Principles of Management snc.bcom.sem1.pm@gmail.com (Both for Hons. & Gen.) [MCQ]	80	19.03.2021 (2.00 p.m. to 4.00 p.m.)
	CC1.1Ch (for Hons.) and CC1.1Cg (for Gen.)	Financial Accounting – I [Non-MCQ] snc.bcom.sem1h.fa1@gmail.com (for Hons.) snc.bcom.sem1g.fa1@gmail.com (for Gen.)	80	20.03.2021 (2.00 p.m. to 5.00 p.m.)
	AECC-1 (Both for Hons. and General)	For email IDs of language papers contact college website or concern department teachers.	80	26.03.2021 (10.00 a.m. to 12.00 noon)

4. Every scanned copy of answer scripts (in a single PDF file) uploaded or send 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.
5. In respect of MCQ type questions examination only write Question No. and corresponding options (like a, b, c or d), e.g. if option (b) is the right option for question number 1, write 1(b). and try to complete the examination in **one page** upper half Examination details and lower half answers like 1(b), 2(d), 3(a)
6. The mail containing the answer script should bear the **Roll number and subject name (as per Point 3 above), name of the student, in the SUBJECT of the e-mail, send all e-mails from your own (single) e-mail.**
7. 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 an hour of the schedule end time on the examination day. Submission after stipulated time will not be considered for evaluation and will be considered as absent for that examination.**
8. 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.
9. For all Semester III and V students C.U. Roll Numbers will be **same** as in the previous semester(s).

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.

By Order