

- (A) Download question paper from college website 15minutes before: <http://www.sirgurudasmahavidyalaya.com>
- (B) Use A4 plain white page for answering questions.
- (C) Use blue / blank ink ball pen.
- (D) Write on one side only of the page.
- (E) Write on front page the following:
- (a) Student Name,
 - (b) Subject Name,
 - (c) Subject Code,
 - (d) CU Roll Number,
 - (e) CU Registration Number,
 - (f) Date of Examination,
 - (g) Time of Examination.
- (F) Write on every next page (i. e. answering page) the following:
- (a) Student Name,
 - (b) Subject Name,
 - (c) Subject Code,
 - (d) CU Roll Number,
 - (e) CU Registration Number.
- (G) Write answer within time limit given on question paper.
- (H) Scan all pages successively starting from front page and make a pdf file with all scanned pages with proper file name containing Subject Code and CU Roll Number (omitting first 6 digits) as for example: GE1.1CHG-12-0045.
- (I) Send the pdf through the email ID available on question paper.

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