<u>Sir Gurudas Mahavidyalaya, Kolkata – 700067</u> Instructions to the students of Commerce Department

For Semester VI (Honours and General) under CBCS System Exam. 2020

- (A) Download question paper from 11.45 am from any of the Websites:
 - (1) http://www.sirgurudasmahavidyalaya.com
 - (2) http://www.sgmexam.in
 - (3) https://www.cuug.in
 - (4) https://www.cuug20.in
 - (5) https://www.culibrary.ac.in
- (B) Use A4 white plain paper for answering questions.
- (C) Use black ink ball pen.
- (D) Write on one side only of the page.
- (E) Front page of the answer script should contain the following
 - (a) Page Number,
 - (b) Class,
 - (c) CU Roll Number,
 - (d) CU Registration Number,
 - (e) Subject name,
 - (f) Subject paper,
 - (g) Date of examination,
 - (h) Time: 12.00 02.00 pm.
- (F) Write on every next page (i. e. answering page) should contain the following:
 - (a) Page Number,
 - (b) CU Registration Number,
 - (c) CU Roll Number,
 - (d) Examination date,
- (G) Scan all pages successively (starting front page),
- (H) Scanned copy of each answer sheet should be sent in .pdf format in a single file with proper file name containing CU Roll No, CU Reg. No, Subject, Paper, and Page number (every page). e.g.: Student with CBCS system Roll no. 171314-21-1111 and paper FRFS, should write the file name as: FRFS-21-1111 and ENVS student should write the file name as: ENVS-21-1111
- (I) The mail containing the answer script should bear the name of the student, Subject & Roll Number in the SUBJECT of the mail.
- (J) The mail containing the answer script should be uploaded to the E-mail ID as below within 15 minutes (in most of the examination its 2:15 p.m.) of completion of the examination

(K) Everyone is requested to submit the Answer Scripts (after end of daily exam) in online mode to the designated Email ID as below:-

| omme mode to the designated Email 12 as one w. | | |
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| HONOURS/GENERAL | PAPER | MAIL ID |
| HONOURS | FRFS | sgmcomdp.pro@gmail.com |
| HONOURS | FM | sgmcomdp.cfl@gmail.com |
| GENERAL | FRFS | sgmcomdept@gmail.com |
| GENERAL | FM | sgmcomdp@gmail.com |
| BOTH HONOURS & | ENVIORMENT | sgmenvscomdept@gmail.com |
| GENERAL | SCIENCE | |

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