

Instructions to Examinees from Affiliated Colleges (M.Com. 4th Semester)

The students are required to strictly adhere to the following instructions:

1. Use A4 size paper for giving the examination.
2. Write the following on the top of the first sheet:
 - i) Roll Number: (as per the previous Exam Admit Card)
 - ii) Registration Number: (as per the previous Exam Admit Card)
 - iii) Paper Code and Name of the Paper
 - iv) Date of the examination
 - v) Duration of examination (12 noon to 2 pm)
3. Put page number on the top right of each page (including the first page).
4. Only one side of the paper should be used for examination.
5. Put your signature with date, at the bottom right of every page used.
6. Before sending your answer scripts, arrange the pages sequentially. Scan them in the order of page number and convert them into a **single pdf. File**.
7. Pdf. file name should be your Full Roll Number <underscore> paper code. For example, if the roll no of a student is 017/MCM/123456, for first paper (Paper Code CC401) the file name will be:

017-MCM-123456_CC401

While submitting the answer scripts, **the subject of the mail will be exactly the same with the file name.**

8. Submit your answer scripts only in pdf. format within the stipulated time through designated email id given to you.
9. Preserve your answer scripts in soft as well as hard-copy form of all the papers of your examination.