



Seth Anandram Jaipuria College

Commerce Departments [Morning /Day/Evening

Instruction to Students/Candidates of **B.Com Part III and Semester VI**
(Honours and General) Examination, 2020

Notice No. 6

Additional Guidelines / Instructions including Rectified Departmental Mail

Students/Candidates are directed not to mention his/her name in the Answer Scripts.

- On the day of examination, the CU questions paper will be available in **University websites, College website** and through emails of respective departments to students/candidates' personal mail, as provided.

The Official websites are as follows-

- 1. <http://www.cuug.in>
- 2. <http://www.cuug20.in>
- 3. <http://www.culibrary.ac.in>
- 4. <http://www.sajaipuricollege.ac.in>

Office Mail of the Commerce Departments

Morning Shift – commerce.morning@sajaipuricollege.ac.in [Rectified]

Day Shift - commerce.day@sajaipuricollege.ac.in [Rectified]

Evening Shift – commerce.evening@sajaipuricollege.ac.in

Students/Candidates of CBCS-Semester as well as under 1+1+1 system is directed to use the official mail of the respective commerce departments for communications and submission of documents, if unable to upload in the Google Class Room.

Examinations Answer Scripts by the students/candidates are to be submitted as a **single PDF file** within **2:30 pm** on the day of examination through,

- (i) **Google Classroom i.e. upload the Answer Scripts as preferable, OR**
- (ii) **Departmental Email of the** by respective Commerce departments.

Note 1: The scripts are to be **hand written, preferable Black ink** on one side of plain **A4** white papers.

Note 2: The following Information must be written each and every A4 page of Answer the Scripts at the top.

(a) **CU Roll Number**, (b) **CU Registration Number**, (c) Page Number, like 1/16, 2/16, 3/16 if your answer script contains 16 pages)

Note 3: Subject /Paper/Group/Module must be mentioned in the **top of 1st Page** only.

- Students/Candidates must take care before submitting the Answer Scripts.

Note 4: Please check the **Single PDF file** properly, whether page numbers are **arranged in order and legible**.

Note 5: Students/candidates may create the **PDF File name** by using **CU Roll No. and Registration No. It must be a single pdf file**.

- Students should be encouraged to **submit Answer scripts online**, either upload in the Google Class Room, or send through Mail of the concerned department.

Under special circumstances, students/candidates will have to contact college authority/department for **offline submission**, if any, within stipulated time i.e. within 2.30 pm

- **For Practical/Project Examination, please contact Respective Departments.**

- Helpline numbers are **only** on examination days between 11 am to 5 pm:

9800022058, 629051688.

- If any problem arise related to examinations, technical issue etc. send mail to the respective departments

Note 6: If any Students/candidates unable to write **CU Roll Number**, he /she may mention. **CU Registration Number, but may mention E-mail Address.**