

Gauhati Commerce College: Guwahati - 21

NOTICE:: DATED: 30-09-2020

(SOP for M.Com. 4th Semester Examination, 2020)

1. The duration of the examination will be of two hours i.e. 11.00 AM to 1.00 PM.
2. The question paper will be uploaded by the college in respective whatsapp groups at 10.55 AM.
3. For whatsapp group, students are asked to contact with Prof. Deepjyoti Chakraborty, Mobile No. 7002407462/9864295243.
4. The students are to arrange for a proper place with the required network connectivity on a prior basis from where they will appear the examination.
5. They are to download and install the required scanning and pdf converter software applications prior to the examination.
6. The answer must be written in A4 size papers in the own handwriting of the students using black ball point pen.
7. The Roll No. and registration No. of the student must be clearly mentioned on the top of every page.
8. The pages must be numbered serially in top right corner of each sheet. The students may write up to a maximum of 10 pages (single side only) including the first page containing the student's examination roll number, registration number, subject, subject code and mobile number.
9. In case the candidates uploads more than 10 pages, the last pages will be automatically considered cancelled.
10. After writing their papers, the students are to scan them and convert them into pdf files. These soft copies of the answer sheets (in pdf) are then to be sent as attachments to **gccmcom4exam2020@gmail.com** within 15 minutes i.e. 1.15 pm.
11. The pages must be uploaded in accordance to the serial numbers assigned to them.
12. The respective pdf files must be renamed with the examination roll numbers of the students before sending them to the respective e-mail id.
13. The original handwritten answer scripts must be preserved by the students for future reference.

Sd/-

(Dr. R. K. Pathak)

Coordinator

M.Com. Classes

Gauhati Commerce College

Guwahati -21