NETAJI NAGAR DAY COLLEGE

(Under Graduate & Post Graduate Institution)
Affiliated to University of Calcutta Accredited by NAAC (B⁺⁺)
170/436, N.S.C. BOSE ROAD,
REGENT ESTATE – KOLKATA - 700092

Ref. No...................   *Date:* **26.09.2020**

INSTRUCTIONS FOR STUDENTS APPEARING FOR M.COM SEMESTER-IV EXAMINATIONS 2020

STEP 1: **RECEIVING OF QUESTION PAPERS:**

- Question Paper will be sent to valid email id of the students by their Departmental Teacher on the respective exam days at 11.45 am.

STEP 2 : **PREPARATION OF ANSWER SCRIPTS:**

- On the **Front Page** (1st Page) students must write their (see specimen)
- On **Each Page** students must write (see specimen)

- Students **must use A4 size white paper**(not ruled)
- Answers must be written in black / blue ink.
- Answers must be written only on **one side** of each paper.
- Students should follow instructions given in the question paper .

STEP 3: **SCANNING AND SAVING OF ANSWER SCRIPT FILES:**

- Answer scripts are to be submitted **ONLY** in pdf format
- Scan each page one-by-one and create a **SINGLE PDF** file for the entire answer script.
- Answer script file name should be of the following style: DD_REGISTRATION NO.pdf (DD=Only date not the month and year) Example:
  If the date of examination is 01-10-2020, then DD=01
  REGISTRATION NO= Your CU Registration No (i.e. 057-xxxx-xxxx-17)
  File Name= 01_057-xxxx-xxxx-17

STEP 4: **SUBMISSION OF ANSWER SCRIPTS :**
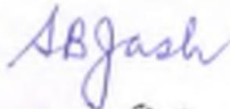   (**Either Online or Physically)**

- Answer scripts in pdf format must be submitted through students valid email id to the respective Department's email id.
- Answer scripts **MUST** be sent on the day of the examination latest by **2:30 pm .**

- Those who will submit the answer script online (i.e. via mail) **SHOULD NOT** be submitting the answer scripts physically at college.

   They can submit their answer scripts (hard copy) physically at college latest by **2:30 pm** on the day of the Examination.

Subject wise e-mail id for answer script submission

M.COM SEMESTER - IV EXAMINATION, 2020

Subject	E-mail ID for Answer Script Submission
Strategic Management	nndc.mcom.s4.smngt@gmail.com
Strategic Cost and Management Accounting	nndc.mcom.s4.scma@gmail.com
Auditing and Assurance Services	nndc.mcom.s4.aaas@gmail.com
Business Research Methods	nndc.mcom.s4.brm@gmail.com
Financial Analysis	nndc.mcom.s4.finan@gmail.com
International Finance	nndc.mcom.s4.ifin@gmail.com

(Dr. Sonali Banerjee Jash)
Principal
Netaji Nagar Day College

Principal
Netaji Nagar Day College
Kolkata - 700 092

M.Com. Semester IV Examination 2020

Roll No (as per Last Sem Exam admit card): ....

Registration No:..

Paper Code:...

(Module – I and II)

Subject :..

Date:...

Duration of Examination : 12 noon-2pm.

Part A: Internal Assessment

Question No.					
Answer					

Signature of the Student with Date

M.Com. Semester IV Examination 2020

Roll No:...

Roll No (as per Last Sem Exam admit card): ....

Registration No:...

Paper Code:...

(Module – I and II)

Subject :...

Date:...

Duration of Examination : 12 noon-2pm.

Part B

Signature of the Student with Date

M.Com. Semester IV Examination 2020

Roll No:...

Signature of the Student with Date