

**GOVT. OF WEST BENGAL
GOENKACOLLEGE OF COMMERCE & BUSINESS ADMINISTRATION
210, B.B. GANGULY STREET,
KOLKATA-700 012**

NOTICE

No. 330

Date : 10.03.2021

General Instructions for B.Com. 1st, 3rd, and 5th Semester Online Examination, 2021

In view of the ensuing online B.Com. 1st, 3rd, and 5th Semester Examination, 2021, students are directed to follow the instructions given below:

1. The candidates are to download the question paper before the commencement of each day's examination notified by the University from the following websites:

A. Calcutta university websites:

- (i) <https://www.cuug.in>
- (ii) <https://www.cuug20.in>
- (iii) <https://www.culibrary.ac.in>

B. Goenka College website:

- (i) <https://gccbaexam.in/>

Follow the instructions given in the Question Paper

2. The students are to keep ready A4 size papers for the purpose of writing the answer before the commencement of examination.
3. **Write C.U. Roll No. & C.U. Registration No. as per the Format given in the Admit Card. Write name of the Subject at the top of 1st page of answer sheets. Never disclose / write your NAME, College Roll No. and Signature anywhere in the answer sheets, which will lead to cancellation of examination.**
4. Keep one inch margin on the both side of each answer sheet.
5. Mention the Page No. at the right hand top corner of each answering sheet before writing answers.
6. Write answer only in one side of each answering sheets.
7. Answers are to be written in legible handwriting as far as practicable.
8. **At the end the examination students are to scan their written answer sheets serially and save such scanned answer sheets as a file. The name of the file should be "SUBJECT CODE _C.U. ROLL NO." For example, if the subject is Corporate Accounting, then the file name should be "COAT_XXXXXX – XX - XXXX".**
9. **The saved file of the scanned answer sheets should be sent to the designated mail IDs which will be informed in separate notice in due time.**

10. For sending the soft copy (File) of the scanned answer sheets, 30 minutes time will be provided after the each day examination.
11. Students who will be unable to mail the scanned copy of answer sheets, must submit the Hard Copy of the answer sheet in original in person to the college office on the same day after the end of each day's examination in a sealed envelope.
12. Students are to preserve the HARD COPY of ANSWER SHEETS for future reference.

Dr. Abhijit Datta

Principal

Goenka College of Commerce & Business Administration