

Guidelines to students appearing at the ensuing M.Com.Sem II Examination, 2020 in Commerce (under DDE).

1. Question paper will be available from the website of the Directorate of the Distance Education, The University of Burdwan half an hour before the commencement of the examination as per the schedule.
2. Answers of all questions should be limited to 10 (ten) A4 size pages for the courses carrying 40 marks respectively.
3. Answer sheets, merged into a single file in pdf format, must be sent from the registered email ID within half an hour after the completion of the examination as per the schedule to the email ID as per given details.

Course/ Programme	Recipient email ID*
M.Com.	comcsr201@gmail.com for paper COM 201 [ALL STUDENTS]
	com405f@gmail.com for paper COM 202 [ALL STUDENTS]
	com407p@gmail.com for paper COM 203 [ALL STUDENTS]
	comv401@gmail.com for paper COM 204 [ALL STUDENTS]
	com402a@gmail.com for paper COM 205 [ALL STUDENTS]
	com403a@gmail.com for paper COM 206 [ALL STUDENTS]
	commerce.internalexam2020@gmail.com for Internal Assessment [ALL STUDENTS]

4. While sending the answer script to the designated email ID as mentioned above, course code followed by the Roll no. has to be mentioned in the '**Subject Line**' of the email.

For example, a student bearing roll no. 1100001100 should write the following text while submitting his/her answer script for the course COM 201:

COM 201 from 1100001100

5. The **name of the file** to be uploaded by the students should be given as per following prescription: roll no.pdf .

For example, a student bearing roll no. 1100001100 should use the following file name while submitting his/her answer script for the course COM 201:

1100001100.pdf