

Instructions for Examination- Regular Students: FEBRUARY- MARCH, 2021

1	Date Sheet and Time slot	Kindly refer to Instructions sent in PDF file		
2	Admit Card	Kindly download from College Website:click on the link below For B.Com. 3rd Semester: https://ggscw.ac.in/Downloads/CollegeAdmitCard%20BCOM%203%20SEM.pdf For B.Com. 5th Semester: https://ggscw.ac.in/Downloads/CollegeAdmitCard%20BCOM%205TH%20SEM.pdf For M.Com. 3rd Semester: https://ggscw.ac.in/Downloads/MCOM%20SEM%20III.pdf		
3	Question Paper download	Kindly download from University Website and READ THE INSTRUCTIONS CAREFULLY MENTIONED THEREIN:click on the link below For Post graduate: http://pgexam.puchd.ac.in/CNUsers/Download.aspx For Under graduate: http://ugexam.puchd.ac.in/CNUsers/Download.aspx AND/ OR It will be sent to you in your respective subject group too by your subject teachers		
4	Answer Sheet	Kindly take the print out of the Answer Sheet provided by Panjab University in which details are mentioned along with the Undertaking OR You can use A4 Size one- sided ruled sheet ONLY and write all the details MANUALLY YOURSELF (NO OTHER TYPE OF SHEET SHOULD BE USED)		
5	Number of Pages of Answer Sheet:	For Under graduate: 20 Pages ONLY For Post graduate: 24 Pages ONLY		
6	Front Page/ First Page for Information	1) NO NEED TO PASTE COPY OF ADMIT CARD. 2) Just mention the details as provided by University (Image is attached at the end of these instructions for your convenience, what to mention). ALONG WITH THE UNDERTAKING FOR THE SELECTION OF MODE FOR SUBMISSION OF ANSWER SHEET		
7	Writing of answers	Use ONLY BLUE BALL PEN to write answers. Pencil can be used to underline or highlight the keywords		
8	Selection of Submission of Answer Sheet	ONLINE MODE / SOFT COPY	If you have opted for Online Mode for one paper, YOU MUST SUBMIT ALL THE REMAINING PAPER IN ONLINE MODE ONLY	
		OFFLINE MODE/ HARD COPY:	If you have opted for Offline Mode for one paper, YOU MUST SUBMIT ALL THE REMAINING PAPER IN OFFLINE MODE ONLY	
9	Submission of Answer Sheet	ONLINE MODE/ SOFT COPY:	1) UPLOAD OF ANSWER SHEET 2) DEADLINE to upload Soft copy 3) SCAN of Answer Sheet in PDF 4) How to Compress your ANSWER SHEET- PDF File 5) RENAME YOUR ANSWER SHEET WITH YOUR UNIVERSITY ROLL NUMBER AND CLASS	Google Form Link will be shared, where you can UPLOAD your Answer (Uploading of answer sheet on University Website is NOT REQUIRED) Within 90 MINUTES OF THE COMPLETION OF THE PAPER Scan your Answer Sheet in Vertical Mode, in sequence (page number wise), in CLEAR RESOLUTION Kindly click on the link to below to compress the Answer Sheet https://www.ilovepdf.com/compress_pdf
			OR	
		OFFLINE MODE/ HARD COPY:	1) Physically submit the hard copy of Answer Sheet to the Person In Charge/ Designated Person 2) DEADLINE to submit Hard copy in College	Morning Slot ON OR BEFORE 3 PM SAME DAY OF THE EXAMINATION Evening Slot ON OR BEFORE 7 PM SAME DAY OF THE EXAMINATION

answer sheet.

ii) UNIVERSITY ROLL NO.:

(in figures) _____

(in words) _____

iii) Name of the Student: _____

iv) Class: _____

v) Semester: _____

v) Name of the Paper: _____

vi) Subject Code of Paper: _____

vi) Exam Code of Paper: _____

viii) Total No. of Pages Written: _____

viii) Date of Exam: _____

ix) Undertaking (Only for the students of Colleges / Departments / Regional Centres):

I am submitting my answer sheet through _____ (Online / Hard Copy) mode and will not submit the same through other mode. Answer sheet submitted only through above mentioned mode may please be considered for evaluation.

x) Signature: _____