

**INSTRUCTION FOR STUDENTS ( B. COM SEMESTER-II/IV/VI & PART- III (H & G) ) FOR QUESTION PAPER DOWNLOAD AND SUBMISSION OF ANSWER SCRIPTS**

1. **Download Question Papers from either from our college Portals or from WhatsApp group:**  
<https://www.nbmahavidyalaya.in/nbgm/students-question.php?pid=8>
  
2. **You should be ready to login before 15 minutes of the commencement of the exam.**
  - a) **Front page of each answer script should contain:**
    - University Roll number
    - University Registration Number
    - Subject
    - Course
    - Paper
    - Date
  
  - b) **On each page students must write**
    - University Registration Number
    - University Roll number
    - Page number (in each page)
  
  - c) **Students must use A4 size white paper (not ruled)**
  - d) **Students must write their answer on one side of the page**
  - e) **Answers must be written in black ink.**
  
3. **Creating a soft copy of the answer script ( Video Link :**  
[https://www.youtube.com/watch?v=S6t\\_gXoWS90](https://www.youtube.com/watch?v=S6t_gXoWS90) )
  - Install a Scan app from google Playstore to Scan and create PDF of the answer script.
  - Scan each page one-by-one using the app and create a single PDF file for the entire answer script.
  - Answer script file name should be of the following style:  
Roll Number\_Registration No.pdf

**Example:**

Roll No = Your CU Roll No [i.e. 1045-xx-xxxx]

Registration No = Your CU Registration No [i.e. 111-xxxx-xxxx-17]

File Name = 1045-xx-xxxx \_111-xxxx-xxxx-17.pdf

➤ Subject Line of Email: CU Roll No: 1045-xx-xxxx,  
Registration No: 111-xxxx-xxxx-17

**Note: Each student is allowed to upload the answer script in one PDF file only.**

4. The answer scripts are to be sending within 1 Hour to the specific e-mail id OR the students may submit hard copy of the answer scripts at the college office within one hour, from completion of the exam time.
5. In the present pandemic situation (as per Government health guideline) students are encouraged to submit answer scripts online. However, in case of difficulties regarding online submission, students are directed to submit the hard copy of the answer scripts to the college immediately after the completion of examination. In such cases he students must wear face mask, carry hand-sanitizer and maintain social distance.
6. For any Examination related Quires Call 08902188222 ( Only Examination Day from 10:00 AM to 5:00 PM ) or Mail us: [nbmv2005@yahoo.co.in](mailto:nbm2005@yahoo.co.in).