

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Subject / Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Scheme: \_\_\_\_\_ Total Number of Pages: \_\_\_\_\_


Email: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**IT IS MANDATORY FOR THE ABOVE INFORMATION TO BE ON THE FIRST PAGE OF THE ANSWER SHEET – it must be in CAPITAL LETTERS; IF NOT THE ANSWER SHEETS WILL NOT BE CONSIDERED FOR VALUATION**

### **INSTRUCTIONS TO THE STUDENTS**

- (1) Keep 1 inch margin on all sides of the all the answer sheets.
- (2) Scan the pages in the correct sequence of page numbers.
- (3) Convert the scanned pages into ONE PDF document, review before sending it by email, the file name of the attachment will be your roll number **161102098.pdf**.
- (4) Every page must have your name, sign, page no. and total number of pages as shown below
- (5) Write only on ONE side of sheet, preferably use Full White Sheets – A4/legal/full scape paper
- (6) DO NOT SEND EMAIL with attachment MULTIPLE TIMES. ONLY ONE EMAIL WILL BE ACCEPTED PER STUDENT PER SUBJECT.
- (7) Please keep in mind that your teachers and college staff are also working under COVID-19 conditions and they are handling large number of emails – hence there will be delays in responses.
- (8) DO NOT WAIT FOR LAST minute to upload your answer script document.
- (9) Write LEGIBLY WITH BLACK/BLUE BALL POINT PEN, USE DARK BLACK PENCIL FOR FIGURES & SKETCHES.
- (10) If there is any data missing – make suitable assumptions.
- (11) As soon as you receive the question paper on-line via email, send a reply mail stating that you have received the paper and it is readable and you will submit the reply by the specified time.  
As per Goa Univ. Circular dt: 15.07.2020: For 10 AM exams, answers must be uploaded by 2 PM and for 2 PM exams the answers must be uploaded at 6 PM.
- (12) College will send an acknowledgement email within 24 hours to the students acknowledging the receipt of email and attachment. Keep it for your records for having attended the exam.
- (13) Question Paper Format: Read the instructions on top of the question paper before you begin to answer.**

The following information must be on every sheet of the answer script - SAMPLE

Name: Ramnath Shirodkar Signature:  Date: 03/08/20 Page No. / Total Pages: 8/12