

Set of Instructions for

B.Com. (Hons) II Year, Semester-IV and Students reappearing for

SEC Paper: Practical Examination of E-Filing of Returns

1. Students are required to login Google Classroom of e-filing of returns Practical Examination 2019-2020 **through their official/college email id.**
2. Students are advised to **login 10-15 minutes prior to 12 pm on 3rd June** to get a quick access to the question paper. Students are also advised to keep their **stationary ready** to save time during the said exam.
3. **Exam will start at 12 pm on 3rd June 2020 and will end at 3 pm.**
4. Duration of Exam: Total 3 Hours (**2 Hours for attempting questions +1 Hour for Downloading, taking pictures and/ or scanning and uploading the assignment**).
5. There would be two questions. Both questions are mandatory.
6. Each question carries 25 Marks.
7. At the top of Assignment sheet, **Students are required to write:**
 - a. Program Name: B.Com. (Hons)
 - b. Semester: IV
 - c. Title of the paper: E- filing of Returns
 - d. Name of the Student: (As per college Records)
 - e. College Roll No.: (Complete 5 Digit Number)
 - f. Examination Roll No.: (Complete 11 Digits Number)
 - g. Page Number: Write page number at the top centre of **each** page.
8. Students are required to solve the questions on paper **and** either click pictures of the pages **and/or** scan all the pages in **Batch scan** and submit on Google classroom **as 1 single attachment** within 3 Hours.
9. Make sure to take quality/clear pictures.
10. In case of Multiple submissions by a single student, only first submission would be considered and evaluated.
11. **Name your assignment (attachment) by your Examination Roll Number (Complete 11 Digits Number.)**
12. In case of any issue in regard to the said examination contact Ms. Rasleen Kaur: 9560809220.

Dr. Gurminder Kaur

HOD, Department of Commerce