

## **INSTRUCTIONS for students writing APRIL 2021 examinations**

1. Date of exams: **10-06-2021 to 01-07-2021**.
2. Time : **09.30 a.m to 12.30 p.m** (Forenoon session) & 01.30 pm to 04.30 pm (Afternoon session)
3. Duration of examinations will be **180 minutes**.
4. The question paper will be made available in the college website on the examination day from **09.00 am to 12.30 pm for forenoon session and from 1.00 pm to 4.30 pm for afternoon session**.
5. Students can download the question paper and then write the examination.
6. Students should write the answers only in **A4 white sheets within 36 pages**.
7. Students should write the answers only in **BLUE/BLACK PEN** and should not type the answers in the answer script.
8. Student shall not copy and paste diagrams or any text matter or resort to any form of malpractice.
9. Students must **write the following** on the top of the answer script **in each and every page**:
  - a. **Name:**
  - b. **Register Number:**
  - c. **Subject Code:**
  - d. **Page Number:**
  - e. **Signature with date:**
10. Students should **STOP WRITING** at **12.30 pm (for FN session)** and **4.30 pm (for AN session)**, arrange the answer sheets according to the page number, scan them properly **and save the pages as one PDF file. Do not email the answer sheet as single page.**
11. **Students to ensure that the “PDF file” does not exceed 10 MB size. Students should not take picture of the answer sheet and send it in any other format.**
12. Scanned copy of the answer scripts pertaining to **Forenoon session** should be emailed by 1.30 pm and the scanned copy of the answer scripts pertaining to **Afternoon session** should be emailed by 5.30 pm on the same day.
13. Student should ensure to send the answer script **(in a single PDF file)** with his **Register Number** as the **FILE NAME**.
14. **Scanned copy of the answer script should be emailed to the respective subject email ids (given in Next Page). Students to ensure that they write the correct email id and also forward it to the correct email id.**
15. Responsibility lies with the student in choosing correct question paper before answering.

**List of email ids for sending Scanned Copy of Answer Script**

**DAY COLLEGE**

<b>Subject</b>		<b>Scanned Copy of Answer Scripts to be sent to respective mail ids</b>
Plant Biology & Plant Biotechnology	UG	ugbotany@rkmvc.ac.in
	PG	pgbotany@rkmvc.ac.in
Chemistry	UG	ugchemistry@rkmvc.ac.in
	PG	pgchemistry@rkmvc.ac.in
Economics	UG	ugeconomics@rkmvc.ac.in
	PG	pgeconomics@rkmvc.ac.in
Mathematics	UG	ugmaths@rkmvc.ac.in
	PG	pgmaths@rkmvc.ac.in
Philosophy	UG	ugphilosophy@rkmvc.ac.in
	PG	pgphilosophy@rkmvc.ac.in
Physics	UG	ugphysics@rkmvc.ac.in
	PG	pgphysics@rkmvc.ac.in
Sanskrit	UG	ugsanskrit@rkmvc.ac.in
	PG	pgsanskrit@rkmvc.ac.in
B.Com (Gen) DAY	UG	bcomday@rkmvc.ac.in
English		english@rkmvc.ac.in
Historical Studies		history@rkmvc.ac.in
Advanced Zoology & Biotechnology		zoology@rkmvc.ac.in

**NOTE for Day College Students:** email ids for Foundation Courses (like English, Tamil and Sanskrit), NME Papers, Soft Skills Papers and Allied Papers will be notified separately on the day of the Exam.

**List of email ids for sending Scanned Copy of Answer Script**

**EVENING COLLEGE**

<b>Subject</b>	<b>Scanned Copy of Answer Scripts to be sent to respective mail ids</b>
B.Com (General)	evegeneral@rkmvc.ac.in
B.Com (Accounting & Finance)	eveaf@rkmvc.ac.in
B.Com (Bank Management)	evebm@rkmvc.ac.in
B.Com (Corporate Secretaryship)	evecorporate@rkmvc.ac.in
B.Com (ISM)	eveism@rkmvc.ac.in
B.Com (CA)	eveca@rkmvc.ac.in
B.B.A.	evebba@rkmvc.ac.in
B.C.A.	evebca@rkmvc.ac.in
B.Sc. (Computer Science)	evebsc@rkmvc.ac.in
M.S.W.	evemsw@rkmvc.ac.in