# NOTICE

## SRI VENKATESWARA COLLEGE
## UNIVERSITY OF DELHI
## DEPARTMENT OF COMMERCE

DATE -01.12.2021

All the students of **B.Com semester-III** of the department of commerce are hereby informed that the department will be conducting a computer practical for **COMPUTER APPLICATIONS IN BUSINESS (Paper no.-BC 3.4(a)** through Microsoft Teams on 12th December 2021 at 10.00 am to 1.00 pm. The time for submission through the Microsoft teams platform or through the given email id will be 1.30 pm. The subject teachers Ms. Shilpa, Dr. Arpita Kaul & Mr. Ajit Singh will be conducting the exam . Total time allotted will be 3 hours for attempting the paper and half an hour for uploading. Please refer to the following guidelines as well .

**Teacher-in-charge**
**Dr.Shruti Mathur**

**Principal**
**Prof.C.Sheela Reddy**

# Guidelines

Practical for Paper BC 3.4(a) Computer Applications in Business   is scheduled as follows :

**Date of practical**: 12$^{th}$ December,2021

**Time**: 10.00 am to 1.00 pm

**Instructions:**

- The students have to give the exam via **Microsoft Teams** at 10:00 a.m. on 12.12.2021.The question paper will be published on the date of the exam.
- The code to join teams  will be shared by **Mr. Ajit Singh** on the 6.12.2021.
- The students must join the teams through the code by  08.12.2021.
- As per University guidelines, this practical exam is for **3 Hours** and extra **30 minutes** will be given for downloading & uploading files.
- Students need to upload these files on Microsoft teams .
- If any student find any difficulty in uploading on Microsoft teams.They  can send their answers via an email by **1:30 p.m.** to the following email id.
    - cab2021sem3@gmail.com
- In the body of email, write the following particulars:
    - Full Name
    - College Roll number
    - University Roll number
    - Section