

**Sri Guru Gobind Singh College of Commerce,
University of Delhi**

- Students MUST start uploading the answer-sheet in time....DO NOT wait for the last moment.
- Wait until all your answers are uploaded. Once that is done, Press "Submit" button. In case you are not able to upload the answer sheet on portal even after the extra 1 hour, mail the answer sheet.
- Students are advised to keep email as the **emergency option** for sending the answer-sheets as result is delayed for emailed answer-sheets.
- Answer-sheets are to be emailed at ugexam@sggsc.ac.in , ONLY if you are not able to upload the answer sheets on portal after 3+1+1(extra hour) i.e. after 5 hours.
- Details to be added in email –
 - a) Date of Examination (DD/MM/YYYY, Hrs:min)
 - b) Examination Roll Number
 - c) Name of the Program (eg - B.Com., B.Com(Hons), B.A(Hons)Eco, etc.)
 - d) Semester/Year
 - e) Unique Paper Code (UPC)
 - f) Title of the paper
 - g) Reason for not uploading the answer-sheets on portal
- Attachments –
 - **Question paper**
 - **PDF of the answer-sheets – question wise**
 - **Screenshots as proof that why answer-sheet was not uploaded on portal**
- You can mail only within 30 min after elapse of 5 hours. **So, MAILS WILL BE ENTERTAINED ONLY BETWEEN 5 hours – 5:30 hours from the start of exam.** Sending appropriate proof is important.
- **Please Note - Sending Answer-sheet on email will delay the result.**