GUIDELINES FOR FILLING THE EXAMINATION ANSWER SCRIPTS (FRONT PAGE)

Fill the details with Blue/Black ball point pen in the front page without any mistakes.

1. **STREAM-**As per written in the Admit Card. e.g. BBA, BCA , BBM (H) / BHSM / BHM.

2. PAPER NAME- Name of the paper appearing in that date. Students should write the full name of the paper as per the Admit Card or Question Paper.

3. PAPER CODE-e.g. BBA101, HPM101

4. Name of the student- Full name of the student in the box and in Capital /Block letters. After the NAM,E , leave one box empty then write the TITLE (SURNAME)

5. Name of the college- Global Group of Institutions (337)

6. Date of examination- DD MM YYYY
                            10 01 2017
7. Roll No-Write the Roll No in the box. e.g. For BBA -**33705016001**
                            BCA-**33701216001**
                            BHM-**33704216001**
- The **first three digit** of the roll no is the **college code**,
- **Next three digit** is the **stream code** (e.g. For BBA - 050, For BBC - 012, & For BHM - 042)
- **Next two** is the **admission year** (e.g 14 for 5th Sem, 15 for 3rd Sem, 16 for 1st Sem) and
- The **last three digit** is the **roll no**

Step 1-Write the roll no in the box first

Step 2-Darken the circle with black/blue ball point pen in the box against each number & in straight column.

8. Write the **registration no** in the box as per the Registration Card along with the date i.e of
2016 -2017 (for 1st Sem) **, 2015-2016** (for 3rd Sem) & **2014-2015** (for 5th Sem)