

SRI AUROBINDO COLLEGE

MALVIYA NAGAR, NEW DELHI -110017

14.12.2020

NOTICE

Email submission Guidelines for O.B.Exams December, 2020

This is with reference to additional instructions received on 12.12.2020 and 13.12.2020 from University of Delhi through email regarding submission of answer sheets by the students through email in emergency cases only:

1. The total duration of the examination shall be **four hours** (3+1=4 hours), for all students except Divyaang Students) which will include three hours for attempting the examination and one hour for the downloading/scan/uploading etc. activities in the course of examination. They can use additional 60 minutes for uploading on the Portal. Time duration as prescribed/notified for PwD students shall likewise remain fixed/unchanged i.e. **5+1=6** hours.
2. If uploading is not possible for any reason during the given time as mentioned above i.e. (3+1+1=5 hours), the E-mail sent by the students prior to completion of 5 hours shall not be accepted and the same is required to be resent by the students after 5 hours along with the documentary evidence i.e. at least 4 to 5 snap shots of failed submission on OBE portal at different times during the given period of total 5 hours for Jurisdiction reason. The students will have to prove that they actually faced the problem in uploading their Answer Script and this submission will be examined by the Review Committee and these Answer Sheets shall be evaluated based on the decision of the Review Committee of the University. **However, this option should be used only in case of EXTREME EMERGENCY.**
3. The students submitting the answer sheets through alternate medium i.e other than OBE Portal may face delay in declaration of their results due to verification and validation process of submission. **Submission by both Email and OBE Portal will not be accepted.** You are also strictly advised to avoid sending the multiple mails.
4. Students should mention the Course Name, UPC and Exam Roll Number **in the Subject Line of email.**
5. The Email Id of the Nodal Officer for the College students of Sri Aurobindo College (Day) is **psingh_comm@aurobindo.du.ac.in** when you are sending the PDF mode, it must be single PDF containing Question Paper and all the Answers in it. Before to sending the mail, talk to the Nodal Officer on his mobile No.9899948670.
6. PwD students have been given alternate Email ID so they should not submit scripts to the nodal officers. They can submit the answer scripts by OBE portal **OR** by Email: pwdanswerscripts@exam1.du.ac.in.
7. **Answer Sheets can be sent to the above email addresses only after completion of total duration of 5 hours (3+1+1). Answer sheets received before 5 hours of time will not be accepted at all.**
8. Students should mention the Name, Programme Name, Semester, **Examination Roll No, Date and Time of Exam (DD/MM/YYYY, HRS:Min), Unique Paper Code (UPC), Paper Type, Title of the Paper, Name of the College, Email id of the Student, Mobile Number of the Student, Enrolment No., Class Roll Number etc.** on the first sheet of your details.

Principal