

Important instructions for OBE May-June 2021

1. On first page, the students shall write the following details:
 - **Date and time of examination (DD/MM/YYYY, HRS:Min)**
 - **Examination Roll Number**
 - **Name of the Program i.e. BMS, BBA FIA, B.Sc. CS**
 - **Semester/Year**
 - **Unique Paper Code (UPC)**
 - **Title of the Paper**

Providing any other personal information like email ID, Mobile No and Name of the College will be treated as **unfair means** and action will be taken as per University rules

2. Students are advised to submit the scripts on the OBE portal only. **Time for writing the answers is 3 hours ONLY**. One hour is given for the download of question paper and upload of the answer script on the OBE portal.
3. If submission on the portal gets delayed beyond one hour, student can use additional one hour to upload the scripts on the OBE portal (that is the 5th hour), but in that case students have to keep the documentary evidences (4-5 snap shots of the delay in uploading). In another words, students will have (**3 hours for writing answers + 1 hour for downloading question paper and uploading scripts + 1 hour for delayed submission for which documentary evidence needs to be submitted**). If submission does not happen during 3+1+1 hour, students can submit their scripts by email on **obejune2021@sscbsdu.ac.in**
4. Delayed submission beyond given time will not be accepted. **Email submission should be only under the emergency situations** and should be submitted only on **obejune2021@sscbsdu.ac.in** email id.
5. No email will be entertained **beyond 30 minutes of timeline**. For example, exam time is at 9 am, student has to submit the scripts on the portal by 1 pm. In case they fail to do so, they can still submit on the portal by 2 pm but with documentary evidence. If they still are unable to upload it on the portal by 2 pm then they can mail it to **obejune2021@sscbsdu.ac.in** maximum by 2:30 pm. In this example, please note that no email submission will be considered before 2pm or after 2:30pm. It has to be sent only within the 30 minutes window with documentary evidence.
6. **Results of answer scripts submitted by Email may get delayed due to verification process by the Review Committee of the University as it happened during December and March OBE Examinations.**

7. In case of inability to submit all the answers on the portal, then student must send all the answer scripts in one single email and **mention examination roll number and UPC in the subject line of the email. Partial submission on the email will not be accepted at all.**
8. **Dual Submission- Submission by both email and on portal will not be accepted.**
9. **PwBD students** should try to submit scripts on the portal within 6 hours (4+1+1). If not able to do so, kindly send ONLY at **pwdsasjune21@exam1.du.ac.in** email ID. The PwBD students shouldn't submit the scripts to the college. Other students should not submit scripts at the email ID given for the PwBD students.
10. In case student applied for improvement and has not withdrawn and wishes not to appear for the improvement should not open the OBE portal on the day of the improvement exam.

Contact Persons:

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