Ref. No. /Dean(Exams.)/2020/1295   **December 13, 2020**

NOTIFICATON

It has been reported that some of the students appearing in the OBE Semester Examinations December 2020 are facing in uploading their answer sheets on the OBE portal of the University.

In this connection, a reference is invited to Notification Ref. No. Dean (Exams)/2020/1181 dated 18.11.2020 (Point No. 9) regarding guidelines for Under Graduate Programme and Notification Ref. No./Dean (Exams)/2020/1199 dated 24.11.2020 (Point No. 12) regarding guidelines for Post Graduate Programme which are conducted on OBE Portal whereby such students has been allowed extra one hour after (3+1) hours. However, in order to mitigate the hardships faced by such students, it has been allowed that in such cases where the student find problem in uploading his answer sheet on the OBE portal of the University for Justifiable Reasons even after completion of 5 hours the answer script can be submitted through email to the Nodal Officers provided the following conditions are fulfilled.

1. Duration of each question paper is 3+1 hr. But if students fail to upload during this period (3+1 hr) they can use additional 60 min for upload in the portal. All such submissions will be reviewed by a committee to see the validity of the reasons of late submission.
2. It will be for the student to prove that he/she actually faced problem in uploading his/her answer sheet on the OBE portal of the University for justifiable reasons. Screen shots of the failure in uploading the answer sheet is recorded by the students after making 4-5 attempts by way of taking screen shots of the screen and submit the same along with the scripts and save all such records.
3. If student fails to submit the scripts within this periods (3+1+1), they can submits scripts via email to the Nodal officers only after 3+1+1 hour duration and must attach the portal submission failed snap shots (4-5 attempts) during the 3+1+1 hour duration (email should be submitted within 10 min time after 3+1+1 time is over).
4. The answer sheet uploaded by such affected student on the email id of the Nodal Officer of the College/Department/Faculty/NCWEB Centre should mention course name, paper code and roll number in subject line.
5. E-mails 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 4-5 snap shots of failed submission at different time.
6. Answer Script submitted through email in such exceptional cases would entail delay in result declaration as happened during OBE-I unlike the answer script submitted through OBE portal of the University.
7. PWD students have been given alternate email ID so they shouldn't submit script to the Nodal officers.

Nodal officers as appointed and notified by the University for the OBE examinations are requested to accept all such emails and ensure the compliance of the above mentioned guidelines (though university has sent these guidelines to all registered students by email). They are further requested to ensure that the scripts are sorted out every day and folders are made subject wise (e.g. all the paper of English Department in one folder). For this purpose, Colleges may engage 2-3 staff members and payment will be made as per University rules. Method of evaluation of such scripts will be communicated in due course of time.

Dean (Examinations) 13/XII/2020