

# Important Information for Students taking OBE NOV /DEC 2021

1. The students must remember to download the question paper from the OBE portal once during stipulated exam duration, even if they have received them through any other means (e-Mail, WhatsApp). Otherwise, problem may arise while uploading the answer scripts.
2. The students should write page number on each page.
3. On first page, the student shall write the following details:
  - Date and time of examination:
  - Examination Roll Number:
  - Name of the Program:
  - UPC:
  - Title of the paper:
4. The students are required to write their roll numbers on each page of their answer scripts. **They must not write anything that discloses their identity (Name, Mobile number, e-Mail id or Signatures), else it would be taken as a case of UFM.**
5. The students shall make sure to name the files properly, in accordance with the question numbers. Many students lose marks because of wrong uploads.
6. **Time duration for Non-Divyaang Students:** If the submission is delayed beyond the stipulated time limit, i.e., 3+1 hours + 1 hour (extra for delayed submission on the DU portal only but with documentary evidence), the students can submit the scripts by email to the Nodal Officer of the college within 30 minutes. However, such answer sheets shall be evaluated on the basis of decisions made by University Review Committee.

## 7. Procedure for e-Mail submission to Nodal Officers by mail in case of failure of submission on OBE Portal:

- Write an e-mail at [examination@cvs.du.ac.in](mailto:examination@cvs.du.ac.in)
- Mention in Subject: Course Name, UPC and Roll No.

In your email message, write the following details:

- a) Date and Time of the Examination
- b) Examination Roll No.
- c) Name of the Programme
- d) Semester/Year
- e) Unique Paper Code (UPC)
- f) Title of the Paper
- g) **REASON FOR NOT UPLOADING ON THE UNIVERSITY PORTAL**
- h) Provide the following Attachments:
  - Question Paper
  - PDF files of all the answers separately question wise (Partial answer scripts would not be accepted.)
  - **4 - 5 Screenshots of the failure message at different times as a proof for not being able to upload on the portal within stipulated time.**

**Important: e-Mail submissions may lead to RA (Result Awaited) status in your mark sheets, which shall ONLY be updated after final consolidation and declaration of portal results.**

8. For any query, the students may mail to the Nodal Officer on the e-Mail id: [examination@cvs.du.ac.in](mailto:examination@cvs.du.ac.in)